

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W52R7R7024P400		PAGE 1 OF 100	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W9124D-07-R-0042	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JOANNE W. EDWARDS				b. TELEPHONE NUMBER (No Collect Calls) 502-624-8062	
8. OFFER DUE DATE/LOCAL TIME 02:00 PM 18 Jun 2007		9. ISSUED BY DIRECTORATE OF CONTRACTING SFCA SR KN BLDG 1109B STE 250 199 6TH AVE FORT KNOX KY 40121-5720  TEL: FAX:		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 561330 SIZE STANDARD: \$11.5		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  13b. RATING  14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO  <b>SEE SCHEDULE</b>		16. ADMINISTERED BY		12. DISCOUNT TERMS		17. RATING	
17a. CONTRACTOR/OFFEROR  TEL.		18a. PAYMENT WILL BE MADE BY		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		19. ITEM NO.	
20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT		23. UNIT PRICE	
24. AMOUNT		25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only)		27. AMOUNT	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 0 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.		29. AWARD OF CONTRACT: REFERENCE OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED	
31d. TEL:		31e. EMAIL:		31f. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31g. DATE SIGNED	

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

PAGE 2 OF 100

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT  
REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT  
REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED  
CORRECT FOR

36. PAYMENT

☐ COMPLETE ☐ PARTIAL ☐ FINAL

37. CHECK NUMBER

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (*Print*)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (*Location*)

42c. DATE REC'D (*YY/MM/DD*)

42d. TOTAL CONTAINERS

## Section SF 1449 - CONTINUATION SHEET

## OFFEROR SHALL COMPLETE THE FOLLOWING INFORMATION:

DUNS NUMBER: \_\_\_\_\_

FED TAX ID: \_\_\_\_\_

CAGE CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## NOTES:

1. Questions concerning this solicitation must be submitted in writing no later than 1 June 2007. They may be faxed to ATTN: Joanne Edwards at (502) 624-7165/5869 or sent via email to [joanne.w.edwards@us.army.mil](mailto:joanne.w.edwards@us.army.mil).
2. Multiple Awards: The government may make multiple awards for one or any combination of recruiting companies. Offerors may submit proposals for any or all line items. Offerors that do not wish to be considered for a portion of this requirement must clearly indicate such on their proposal.
3. Pricing: Each contract line item contains sub-contract line items with government estimated amounts for personnel fill rate incentive, weekend meals during training, and travel. The quantities are expressed as US Dollars, therefore the unit price shall be \$1.00. These amounts shall be used and included in the offeror's proposed prices.
4. In the pricing schedule, offerors shall include subtotals for each recruiting company. Offerors shall also include a total for the base period and each option period.
5. This requirement contains performance standards and an addendum to FAR clause 52.212-4. Offerors may propose alternate metrics and standards that may be later incorporated into a performance requirement summary or the addendum to FAR clause 52.212-4.

ITEM NO    SUPPLIES/SERVICES  
0001

OPERATION OF WILMINGTON, NORTH CAROLINA ARMY RECRUITING  
COMPANY FOR THE PERIOD 1 OCT 07 - 30 SEP 08, INCLUDING PHASE-  
IN PERIOD OF 16 SEP 07 - 30 SEP 07.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA		1	Each		
	PHASE-IN DURING THE PERIOD 16 SEP 07 THROUGH 30 SEP 07				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB		12	Months		
	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC		1	Lot		
	RECRUITERS COMPUTED AT: 28 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____;				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AE		174	Each		
	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AF		260	Each		
	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AG		44	Each		
	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AH		84,000	Dollars, U.S.	\$1.00	\$84,000.00

FILL RATE INCENTIVE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AJ		7,168	Dollars, U.S.	\$1.00	\$7,168.00

ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW  
JTR.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AK		14,000	Dollars, U.S.	\$1.00	\$14,000.00

ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT  
ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-  
PROCESSING.

SUBTOTAL FOR CLIN 0001

ITEM NO	SUPPLIES/SERVICES
0002	

OPERATION OF DAYTON, OHIO ARMY RECRUITING COMPANY FOR  
THE PERIOD 1 OCT 07 - 30 SEP 08

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA		1	Each		

PHASE-IN DURING THE PERIOD 16 SEP 07 THROUGH 30 SEP 07

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB	COMPANY MANAGEMENT	12	Months		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AC	RECRUITERS COMPUTED AT: 34 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____	1	Lot		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AE	SHIP (VOLUME)	176	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AF	SHIP (QUALITY)	265	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AG	RETENTION INCENTIVE	56	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AH	FILL RATE INCENTIVE	102,000	Dollars, U.S.	\$1.00	\$102,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AJ		8,704	Dollars, U.S.	\$1.00	\$8,704.00

ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW  
JTR.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AK		17,000	Dollars, U.S.	\$1.00	\$17,000.00

ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT  
ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-  
PROCESSING.

SUBTOTAL FOR CLIN 0002

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ITEM NO	SUPPLIES/SERVICES
0003	

OPERATION OF OKLAHOMA CITY EAST, OKLAHOMA ARMY  
RECRUITING COMPANY FOR THE PERIOD 1 OCT 07 - 30 SEP 08

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AA		1	Each		
	PHASE-IN DURING THE PERIOD 16 SEP 07 THROUGH 30 SEP 07				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AB		12	Months		
	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AC	RECRUITERS	1	Lot		
	COMPUTED AT: 32 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AE	SHIP (VOLUME)	192	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AF	SHIP (QUALITY)	290	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AG	RETENTION INCENTIVE	54	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AH	FILL RATE INCENTIVE	96,000	Dollars, U.S.	\$1.00	\$96,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AJ	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR	8,192	Dollars, U.S.	\$1.00	\$8,192.00



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AK		16,000	Dollars, U.S.	\$1.00	\$16,000.00

ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT  
ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-  
PROCESSING

SUBTOTAL FOR CLIN 0003

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ITEM NO	SUPPLIES/SERVICES
0004	

OPERATION OF FAIRVIEW HEIGHTS, ILLINOIS ARMY RECRUITING  
COMPANY FOR THE PERIOD 1 OCT 07 - 30 SEP 08

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AA		1	Each		
	PHASE-IN DURING THE PERIOD 16 SEP 07 THROUGH 30 SEP 07				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AB		12	Months		
	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AC		1	Lot		
	RECRUITERS				
	COMPUTED AT: 28 RECRUITERS X \$_____/EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AE	SHIP (VOLUME)	158	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AF	SHIP (QUALITY)	236	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AG	RETENTION INCENTIVE	46	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AH	FILL RATE INCENTIVE	84,000	Dollars, U.S.	\$1.00	\$84,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AJ	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR	7,168	Dollars, U.S.	\$1.00	\$7,168.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AK	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING	14,000	Dollars, U.S.	\$1.00	\$14,000.00

SUBTOTAL FOR CLIN 0004

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ITEM NO SUPPLIES/SERVICES  
0005  
OPERATION OF TACOMA, WASHINGTON ARMY RECRUITING  
COMPANY FOR THE PERIOD 1 OCT 07 - 30 SEP 08

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AA		1	Each		
	PHASE-IN DURING THE PERIOD 16 SEP 07 THROUGH 30 SEP 07				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AB		12	Months		
	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AC		1	Lot		
	RECRUITERS				
	COMPUTED AT: 31 RECRUITERS X \$_____/EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AE		200	Each		
	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AF	SHIP (QUALITY)	300	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AG	RETENTION INCENTIVE	50	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AH	FILL RATE INCENTIVE	93,000	Dollars, U.S.	\$1.00	\$93,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AJ	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR	7,936	Dollars, U.S.	\$1.00	\$7,936.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005AK	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING	15,500	Dollars, U.S.	\$1.00	\$15,500.00

SUBTOTAL FOR CLIN 0005

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	CONTRACTOR MANPOWER REPORTING	1	Each		

SUBTOTAL FOR BASE PERIOD (CLINS 0001 - 0006) \_\_\_\_\_

ITEM NO SUPPLIES/SERVICES

1001

OPTION

OPERATION OF WILMINGTON, NORTH CAROLINA ARMY RECRUITING  
COMPANY FOR THE PERIOD 1 OCT 08 - 30 SEP 09

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 28 RECRUITERS X \$_____ /EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AD		174	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AE		260	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AF		44	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AG		84,000	Dollars, U.S.	\$1.00	\$84,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AH		7,168	Dollars, U.S.	\$1.00	\$7,168.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.				

SUBTOTAL FOR CLIN 1001

ITEM NO	SUPPLIES/SERVICES
1002	
OPTION	OPERATION OF DAYTON, OHIO ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 08 - 30 SEP 09

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 34 RECRUITERS X \$ _____ /EACH PER MONTH X				
	12 MONTHS = \$ _____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AD		176	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AE		265	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AF		56	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AG		102,000	Dollars,	\$1.00	\$102,000.00
OPTION	FILL RATE INCENTIVE		U.S.		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AH		8,704	Dollars, U.S.	\$1.00	\$8,704.00

OPTION ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002AJ		17,000	Dollars, U.S.	\$1.00	\$17,000.00

OPTION ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.

SUBTOTAL FOR CLIN 1002

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ITEM NO	SUPPLIES/SERVICES
1003	

OPTION OPERATION OF OKLAHOMA CITY EAST, OKLAHOMA ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 08 - 30 SEP 09

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 32 RECRUITERS X \$ _____/EACH PER MONTH X 12 MONTHS = \$ _____				



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AD		192	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AE		290	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AF		54	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AG		96,000	Dollars, U.S.	\$1.00	\$96,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AH		8,192	Dollars, U.S.	\$1.00	\$8,192.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003AJ		16,000	Dollars, U.S.	\$1.00	\$16,000.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING				

SUBTOTAL FOR CLIN 1003

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ITEM NO	SUPPLIES/SERVICES
1004	
OPTION	OPERATION OF FAIRVIEW HEIGHTS, ILLINOIS ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 08 - 30 SEP 09

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 28 RECRUITERS X \$_____ /EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AD		158	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AE		236	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AF		46	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AG		84,000	Dollars, U.S.	\$1.00	\$84,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AH		7,168	Dollars, U.S.	\$1.00	\$7,168.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING				

SUBTOTAL FOR CLIN 1004

ITEM NO	SUPPLIES/SERVICES
1005	
OPTION	OPERATION OF TACOMA, WASHINGTON ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 08 - 30 SEP 09

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AA OPTION	COMPANY MANAGEMENT	12	Months		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AB OPTION	RECRUITERS COMPUTED AT: 31 RECRUITERS X \$ _____/EACH PER MONTH X 12 MONTHS = \$ _____	1	Lot		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AD OPTION	SHIP (VOLUME)	200	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AE OPTION	SHIP (QUALITY)	300	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AF OPTION	RETENTION INCENTIVE	50	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AG OPTION	FILL RATE INCENTIVE	93,000	Dollars, U.S.	\$1.00	\$93,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AH		7,936	Dollars, U.S.	\$1.00	\$7,936.00

OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005AJ		15,500	Dollars, U.S.	\$1.00	\$15,500.00

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING				
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SUBTOTAL FOR CLIN 1005

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		1	Each		
OPTION	CONTRACTOR MANPOWER REPORTING				

SUBTOTAL FOR FIRST OPTION PERIOD (CLINS 1001 - 1006)

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ITEM NO	SUPPLIES/SERVICES
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2001

OPTION	OPERATION OF WILMINGTON, NORTH CAROLINA ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 09 - 30 SEP 10				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AB	RECRUITERS	1	Lot		
OPTION	COMPUTED AT: 28 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AD	SHIP (VOLUME)	174	Each		
OPTION					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AE	SHIP (QUALITY)	260	Each		
OPTION					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AF	RETENTION INCENTIVE	44	Each		
OPTION					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AG	FILL RATE INCENTIVE	84,000	Dollars, U.S.	\$1.00	\$84,000.00
OPTION					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AH	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.	7,168	Dollars, U.S.	\$1.00	\$7,168.00
OPTION					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING.
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SUBTOTAL FOR CLIN 2001

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ITEM NO	SUPPLIES/SERVICES
2002	

OPTION	OPERATION OF DAYTON, OHIO ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 09 - 30 SEP 10
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AB		1	Lot		
OPTION	RECRUITERS COMPUTED AT: 34 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AD		176	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AE		265	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AF		56	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AG		102,000	Dollars, U.S.	\$1.00	\$102,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AH		8,704	Dollars, U.S.		
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002AJ		17,000	Dollars, U.S.		
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.				

SUBTOTAL FOR CLIN 2002

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ITEM NO	SUPPLIES/SERVICES
2003	
OPTION	OPERATION OF OKLAHOMA CITY EAST,OKLAHOMA ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 09- 30 SEP 10

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 32 RECRUITERS X \$_____/EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AD		192	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AE		290	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AF		54	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AG		96,000	Dollars, U.S.	\$1.00	\$96,000.00

OPTION FILL RATE INCENTIVE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AH		8,192	Dollars, U.S.	\$1.00	\$8,192.00

OPTION ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003AJ		16,000	Dollars, U.S.	\$1.00	\$16,000.00

OPTION ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING

SUBTOTAL FOR CLIN 2003

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ITEM NO SUPPLIES/SERVICES  
2004

OPTION OPERATION OF FAIRVIEW HEIGHTS, ILLINOIS ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 09 - 30 SEP 10

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AA		12	Months		

OPTION COMPANY MANAGEMENT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AB OPTION	RECRUITERS COMPUTED AT: 28 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____	1	Lot		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AD OPTION	SHIP (VOLUME)	158	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AE OPTION	SHIP (QUALITY)	236	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AF OPTION	RETENTION INCENTIVE	46	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AG OPTION	FILL RATE INCENTIVE	84,000	Dollars, U.S.	\$1.00	\$84,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AH OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR	7,168	Dollars, U.S.	\$1.00	\$7,168.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING				
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SUBTOTAL FOR CLIN 2004

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ITEM NO	SUPPLIES/SERVICES
2005	

OPTION	OPERATION OF TACOMA, WASHINGTON ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 09 - 30 SEP 10				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AB		1	Lot		
OPTION	RECRUITERS COMPUTED AT: 31 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AD		200	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AE		300	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AF		50	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AG		93,000	Dollars,	\$1.00	\$93,000.00
OPTION	FILL RATE INCENTIVE		U.S.		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AH		7,936	Dollars,	\$1.00	\$7,936.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR		U.S.		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005AJ		15,500	Dollars,	\$1.00	\$15,500.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING		U.S.		

SUBTOTAL FOR CLIN 2005

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		1	Each		
OPTION	CONTRACTOR MANPOWER REPORTING				

SUBTOTAL FOR SECOND OPTION PERIOD (CLINS 2001 - 2006)

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ITEM NO SUPPLIES/SERVICES

3001

OPTION

OPERATION OF WILMINGTON, NORTH CAROLINA ARMY RECRUITING  
COMPANY FOR THE PERIOD 1 OCT 10- 30 SEP 11

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 28 RECRUITERS X \$_____ /EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AD		174	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AE		260	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AF		44	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AG		84,000	Dollars, U.S.	\$1.00	\$84,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AH		7,168	Dollars, U.S.	\$1.00	\$7,168.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.				

SUBTOTAL FOR CLIN 3001

ITEM NO	SUPPLIES/SERVICES
3002	
OPTION	OPERATION OF DAYTON, OHIO ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 10- 30 SEP 11

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 34 RECRUITERS X \$ _____ /EACH PER MONTH X				
	12 MONTHS = \$ _____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AD		176	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AE		265	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AF		56	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AG		102,000	Dollars,	\$1.00	\$102,000.00
OPTION	FILL RATE INCENTIVE		U.S.		



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AH		8,704	Dollars, U.S.	\$1.00	\$8,704.00

OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002AJ		17,000	Dollars, U.S.		

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.				
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SUBTOTAL FOR CLIN 3002

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ITEM NO	SUPPLIES/SERVICES
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3003

OPTION	OPERATION OF OKLAHOMA CITY EAST, OKLAHOMA ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 11- 30 SEP 12
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AA		12	Months		

OPTION	COMPANY MANAGEMENT
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AB		1	Lot		

OPTION	RECRUITERS COMPUTED AT: 32 RECRUITERS X \$ _____ /EACH PER MONTH X 12 MONTHS = \$ _____				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AD OPTION	SHIP (VOLUME)	192	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AE OPTION	SHIP (QUALITY)	290	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AF OPTION	RETENTION INCENTIVE	54	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AG OPTION	FILL RATE INCENTIVE	96,000	Dollars, U.S.	\$1.00	\$96,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AH OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR	8,192	Dollars, U.S.	\$1.00	\$8,192.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003AJ OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING	16,000	Dollars, U.S.	\$1.00	\$16,000.00

SUBTOTAL FOR CLIN 3003

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ITEM NO	SUPPLIES/SERVICES
3004	
OPTION	OPERATION OF FAIRVIEW HEIGHTS, ILLINOIS ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 10 - 30 SEP 11

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 28 RECRUITERS X \$_____ /EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AD		158	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AE		236	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AF		46	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AG		84,000	Dollars, U.S.	\$1.00	\$84,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AH		7,168	Dollars, U.S.	\$1.00	\$7,168.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING				

SUBTOTAL FOR CLIN 3004

ITEM NO	SUPPLIES/SERVICES
3005	
OPTION	OPERATION OF TACOMA, WASHINGTON ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 10 - 30 SEP 11

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AA OPTION	COMPANY MANAGEMENT	12	Months		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AB OPTION	RECRUITERS COMPUTED AT: 31 RECRUITERS X \$ _____/EACH PER MONTH X 12 MONTHS = \$ _____	1	Lot		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AD OPTION	SHIP (VOLUME)	200	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AE OPTION	SHIP (QUALITY)	300	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AF OPTION	RETENTION INCENTIVE	50	Each		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AG OPTION	FILL RATE INCENTIVE	93,000	Dollars, U.S.	\$1.00	\$93,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AH		7,936	Dollars, U.S.	\$1.00	\$7,936.00

OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS,DURING TRAINING, IAW JTR				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005AJ		15,500	Dollars, U.S.	\$1.00	\$15,500.00

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING				
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SUBTOTAL FOR CLIN 3005

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006		1	Each		
OPTION	CONTRACTOR MANPOWER REPORTING				

SUBTOTAL FOR THIRD OPTION PERIOD (CLINS 3001 - 3006)

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ITEM NO	SUPPLIES/SERVICES
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4001

OPTION	OPERATION OF WILMINGTON, NORTH CAROLINA ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 11- 30 SEP 12				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AB OPTION	RECRUITERS COMPUTED AT: 28 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____	1	Lot		
4001AD OPTION	SHIP (VOLUME)	174	Each		
4001AE OPTION	SHIP (QUALITY)	260	Each		
4001AF OPTION	RETENTION INCENTIVE	44	Each		
4001AG OPTION	FILL RATE INCENTIVE	84,000	Dollars, U.S.	\$1.00	\$84,000.00
4001AH OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.	7,168	Dollars, U.S.	\$1.00	\$7,168.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.				
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SUBTOTAL FOR CLIN 4001

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ITEM NO	SUPPLIES/SERVICES
4002	

OPTION	OPERATION OF DAYTON, OHIO ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 11- 30 SEP 12				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AB		1	Lot		
OPTION	RECRUITERS COMPUTED AT: 34 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AD		176	Each		
OPTION	SHIP (VOLUME)				



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AE		265	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AF		56	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AG		102,000	Dollars, U.S.	\$1.00	\$102,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AH		8,704	Dollars, U.S.	\$1.00	\$8,704.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR.				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002AJ		17,000	Dollars, U.S.	\$1.00	\$17,000.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-PROCESSING.				

SUBTOTAL FOR CLIN 4002

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ITEM NO	SUPPLIES/SERVICES
4003	
OPTION	OPERATION OF OKLAHOMA CITY EAST,OKLAHOMA ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 11- 30 SEP 12

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AB		1	Lot		
OPTION	RECRUITERS				
	COMPUTED AT: 32 RECRUITERS X \$_____ /EACH PER MONTH X				
	12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AD		192	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AE		290	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AF		54	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AG		96,000	Dollars, U.S.	\$1.00	\$96,000.00

OPTION FILL RATE INCENTIVE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AH		8,192	Dollars, U.S.	\$1.00	\$8,192.00

OPTION ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW  
JTR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003AJ		16,000	Dollars, U.S.	\$1.00	\$16,000.00

OPTION ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT  
ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN-  
PROCESSING

SUBTOTAL FOR CLIN 4003

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ITEM NO SUPPLIES/SERVICES

4004

OPTION OPERATION OF FAIRVIEW HEIGHTS, ILLINOIS ARMY RECRUITING  
COMPANY FOR THE PERIOD 1 OCT 11 - 30 SEP 12

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004AA		12	Months		

OPTION COMPANY MANAGEMENT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004AB OPTION	RECRUITERS COMPUTED AT: 28 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____	1	Lot		
4004AD OPTION	SHIP (VOLUME)	158	Each		
4004AE OPTION	SHIP (QUALITY)	236	Each		
4004AF OPTION	RETENTION INCENTIVE	46	Each		
4004AG OPTION	FILL RATE INCENTIVE	84,000	Dollars, U.S.	\$1.00	\$84,000.00
4004AH OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR	7,168	Dollars, U.S.	\$1.00	\$7,168.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004AJ		14,000	Dollars, U.S.	\$1.00	\$14,000.00

OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING				
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SUBTOTAL FOR CLIN 4004

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ITEM NO	SUPPLIES/SERVICES
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4005

OPTION	OPERATION OF TACOMA, WASHINGTON ARMY RECRUITING COMPANY FOR THE PERIOD 1 OCT 11 - 30 SEP 12				
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AA		12	Months		
OPTION	COMPANY MANAGEMENT				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AB		1	Lot		
OPTION	RECRUITERS COMPUTED AT: 31 RECRUITERS X \$_____/EACH PER MONTH X 12 MONTHS = \$_____				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AD		200	Each		
OPTION	SHIP (VOLUME)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AE		300	Each		
OPTION	SHIP (QUALITY)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AF		50	Each		
OPTION	RETENTION INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AG		93,000	Dollars, U.S.	\$1.00	\$93,000.00
OPTION	FILL RATE INCENTIVE				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AH		7,936	Dollars, U.S.	\$1.00	\$7,936.00
OPTION	ESTIMATED AMOUNT FOR WEEKEND MEALS, DURING TRAINING, IAW JTR				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005AJ		15,500	Dollars, U.S.	\$1.00	\$15,500.00
OPTION	ESTIMATED AMOUNT FOR TRAVEL, TO SUPPORT ATTENDANCE AT ARMY RECRUITING COURSE/ANNUAL TRAINING CONFERENCE/IN- PROCESSING				

SUBTOTAL FOR CLIN 4005

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006		1	Each		
OPTION	CONTRACTOR MANPOWER REPORTING				

SUBTOTAL FOR FOURTH OPTION PERIOD (CLINS 4001 - 4006)

TOTAL ESTIMATED CONTRACT AMOUNT (CLINS 0001 - 4006)

## CLAUSES INCORPORATED BY REFERENCE

52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	JUL 2006
52.212-1	Instructions to Offerors--Commercial Items	SEP 2006
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2007
52.217-5	Evaluation Of Options	JUL 1990
252.201-7000	Contracting Officer's Representative	DEC 1991

## CLAUSES INCORPORATED BY FULL TEXT

## 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (NOV 2006)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

\_XX\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_NA\_ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

\_XX\_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_NA\_ (4) [Removed].

\_NA\_ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_NA\_ (ii) Alternate I (OCT 1995) of 52.219-6.

\_NA\_ (iii) Alternate II (MAR 2004) of 52.219-6.

\_NA\_ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_NA\_ (ii) Alternate I (OCT 1995) of 52.219-7.

\_NA\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_XX\_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_XX\_ (8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).

\_NA\_ (ii) Alternate I (OCT 2001) of 52.219-9

\_NA\_ (iii) Alternate II (OCT 2001) of 52.219-9.

\_NA\_ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

\_NA\_ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_NA\_ (ii) Alternate I (JUNE 2003) of 52.219-23.

\_NA\_ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_NA\_ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_NA\_ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

\_XX\_ (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

\_NA\_ (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126).

\_XX\_ (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

\_XX\_ (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

\_XX\_ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

\_XX\_ (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

\_XX\_ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

\_XX\_ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

\_NA\_ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

\_NA\_ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).

\_NA\_ (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

\_NA\_ (24)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286, 109-53 and 109-169).

\_NA\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_NA\_ (iii) Alternate II (JAN 2004) of 52.225-3.



\_NA\_ (25) 52.225-5, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_XX\_ (26) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

\_NA\_ (27) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

\_NA\_ (28) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).

\_NA\_ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_NA\_ (30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_XX\_ (31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

\_NA\_ (32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

\_NA\_ (33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

\_NA\_ (34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_NA\_ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

\_NA\_ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

\_NA\_ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

\_NA\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_NA\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_NA\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.216-1 TYPE OF CONTRACT (APR 1984)

The government contemplates award of a firm-fixed price contract resulting from this solicitation.

(End of clause)

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within five days of the expiration of the contract.

(End of clause)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the current contract period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of clause)

#### 52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be

viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of provision)

#### 52.228-8 LIABILITY AND INSURANCE--LEASED MOTOR VEHICLES (MAY 1999)

(a) The Government shall be responsible for loss of or damage to--

(1) Leased vehicles, except for (i) normal wear and tear and (ii) loss or damage caused by the negligence of the Contractor, its agents, or employees; and

(2) Property of third persons, or the injury or death of third persons, if the Government is liable for such loss, damage, injury, or death under the Federal Tort Claims Act (28 U.S.C. 2671-2680).

(b) The Contractor shall be liable for, and shall indemnify and hold harmless the Government against, all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Contractor, its agents, or employees.

(c) The Contractor shall provide and maintain insurance covering its liabilities under paragraph (b) of this clause, in amounts of at least \$200,000 per person and \$500,000 per occurrence for death or bodily injury and \$20,000 per occurrence for property damage or loss.

(d) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the interests of the Government shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe or (2) until 30 days after written notice to the Contracting Officer, whichever period is longer. The policies shall exclude any claim by the insurer for subrogation against the Government by reason of any payment under the policies.

(e) The contract price shall not include any costs for insurance or contingency to cover losses, damage, injury, or death for which the Government is responsible under paragraph (a) of this clause.

(End of clause)

#### 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://farsite.hill.af.mil>

(End of provision)

## 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://farsite.hill.af.mil>

(End of clause)

## 252.204-7004 CENTRAL CONTRACTOR REGISTRATION (52.204-7) ALTERNATE A (NOV 2003)

(a) Definitions. As used in this clause--

“Central Contractor Registration (CCR) database” means the primary Government repository for contractor information required for the conduct of business with the Government.

“Commercial and Government Entity (CAGE) code” means--

(1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an “NCAGE code.”

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11 of the Federal Acquisition Regulation) for the same parent concern.

“Registered in the CCR database” means that--

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database;

(2) The Contractor's CAGE code is in the CCR database; and

(3) The Government has validated all mandatory data fields and has marked the records “Active.”

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror's name and address

exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number-

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C)

agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

\_XX\_ 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

(1) \_XX\_ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(2) \_NA\_ 252.219-7003, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (APR 1996) (15 U.S.C. 637).

(3) \_NA\_ 252.219-7004, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (Test Program) (JUN 1997) (15 U.S.C. 637 note).

(4) \_NA\_ 252.225-7001, Buy American Act and Balance of Payments Program (JUN 2005) (41 U.S.C. 10a-10d, E.O. 10582).

(5) \_XX\_ 252.225-7012, Preference for Certain Domestic Commodities (JAN 2007) (10 U.S.C. 2533a).

(6) \_NA\_ 252.225-7014, Preference for Domestic Specialty Metals (JUN 2005) (10 U.S.C. 2533a).

(7) \_NA\_ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).

(8) \_NA\_ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).

(9) \_NA\_ 252.225-7021, Trade Agreements (NOV 2006) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

(10) \_NA\_ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

(11) \_NA\_ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

(12)(i) \_NA\_ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (OCT 2006) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

(ii) \_NA\_ Alternate I (OCT 2006) of 252.225-7036.

(13) \_NA\_ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).

(14) \_XX\_ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Pub. L. 107-248 and similar sections in subsequent DoD appropriations acts).

(15) \_NA\_ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

(16) \_NA\_ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

(17) \_XX\_ 252.232-7003, Electronic Submission of Payment Requests (MAY 2006) (10 U.S.C. 2227).

(18) \_NA\_ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(19) \_XX\_ 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(20)(i) \_XX\_ 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) \_NA\_ Alternate I (MAR 2000) of 252.247-7023.

(iii) \_NA\_ Alternate II (MAR 2000) of 252.247-7023.

(iv) \_NA\_ Alternate III (MAY 2002) of 252.247-7023.

(21) \_NA\_ 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

(1) 252.225-7014, Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).

(2) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).



(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

## SOLICITATION METHOD

This solicitation is issued as a commercial acquisition using simplified acquisition procedures in accordance with Federal Acquisition Regulation (FAR) parts 12, 13, and 15.

## PRE-PROPOSAL QUESTIONS

Offerors must submit any questions regarding this solicitation in writing to the Contracting Officer. Questions must be received by the Contracting Officer no later than 1 June 2007. No remarks or written responses to questions by government personnel shall change or qualify any of the terms or conditions of the solicitation. The solicitation can only be changed by a formal written amendment issued by the Directorate of Contracting, Fort Knox, Kentucky.

## PROPOSAL SUBMISSION

1. Offerors shall submit proposals in accordance with proposal format and content instructions to arrive at Directorate of Contracting, SFCA-SR-KN, Attn: Joanne Edwards, Bldg 1109B, Ste 250, 199 6<sup>th</sup> Ave, Fort Knox, KY 40121-5720. Proposals must be received by the contracting officer no later than the date and time specified in the solicitation or any issued amendments.

2. Proposals shall reflect the following on the address label:

- a. Address indicated above.
- b. Solicitation number – W9124D-07-R-0042
- c. Legend “TO BE DELIVERED UNOPENED TO JOANNE EDWARDS”
- D. Volume and copy number contained in each box.

3. The government is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation. Proposals from unsuccessful offerors shall not be returned to the offeror. One copy of the proposal will be retained in the solicitation file and remaining copies will be destroyed by the government. The government will not issue any certification of destruction.

## PROPOSAL FORMAT AND CONTENT

1. These instructions provide guidance to the offeror in preparing proposals and describe the approach for development and presentation of proposed data in response to this solicitation. Proposals shall include all information requested in these instructions. Failure to fully comply with these instructions may be cause for rejection of the proposal.

2. A proposal in its entirety should be as concise as possible, while still being specific, detailed, and complete, in order to demonstrate that the offeror has a thorough understanding of the solicitation requirements. Statements such as “the offeror understands, assumes, can or will comply with the PWS”, statements that paraphrase the PWS, or ambiguous phrases such as “standard procedures will be employed” or “well know techniques will be used” are unacceptable.

3. The offeror shall submit the original proposal and three copies. Proposals shall be submitted in three volumes, in loose-leaf binders. Each copy of the proposal shall be numbered. Offerors shall attach a binder cover sheet to the

outer cover of each volume, clearly identifying each section by name and number (e.g., Volume 2, Technical Proposal, Copy 1 of 3), solicitation number (W9124D-07-R-0042), date of submission, and offeror's name. This information shall also be placed on the edge of each binder, where it can be seen when placed in a vertical position. Use tab indexing to identify all sections within each volume (do not write on tab index pages, other than identification of the section). Index pages do not count against page limitations. Pages containing only index pages and tables of contents do not count against page limitations. Documents shall be marked *For Official Use Only and Source Selection Sensitive*. Offerors should note that the successful offer is releasable pursuant to the Freedom of Information Act (FOIA) if it is incorporated into the contract, despite restrictive language on the proposal.

4. Proposals shall be prepared on 8 ½" x 11" white paper, single or double spaced in a font size no smaller than eleven. Proposal pages shall be numbered, printed on two sides, and punched with a 3-hole punch along the left margin. Each page shall have one-inch margins on all sides. Page numbers and other identifying information printed on each page are excluded from the margin requirement. Letter size and spacing requirements for illustrations and tables are at the discretion of the offeror but must be easily readable. Submissions shall be limited to the number of pages specified below. Government evaluators will consider submissions only up to the allowed number of pages. Any submission in excess of the page limitation will not be considered or evaluated. A page is defined as one side of an 8 ½" x 11" sheet, with at least one-inch margins on all sides. Illustrations, charts, etc. are included in the page limitation total. Cover and title pages (with no more text than needed to identify subsequent pages), tables of content, indices, tabs/section dividers (without text), and past performance questionnaires are excluded from page count. Separate page limitations will be specified in any government request for proposal revision. The offeror shall number each page in order to eliminate any confusion. In the event the offeror creates an ambiguity in numbering of pages, the government may exercise discretion in counting pages.

5. Proposals shall be organized and submitted as follows:

**Volume I - Solicitation/Contract Documents:** This volume shall contain-

1. – Standard Form 1449, duly executed by an official authorized to bind the company;
2. – Prices in the bid schedule
3. – Completed representations and certifications

**Volume II – Technical Proposal –** This volume is limited to 150 pages, excluding resumes. The proposal shall indicate a comprehension of technical requirements. The proposal shall address the technical subfactors of Personnel Recruitment, Retention, and Training; Management Approach; and Recruiting Comprehension. The proposal shall address, at a minimum, the following:

(1) Personnel Recruitment, Retention, and Training. The offeror shall submit a recruitment plan, compensation plan (in accordance with FAR provision 52.222-46 contained herein), and a training plan. The proposal must demonstrate ability to evaluate personnel qualifications as well as the ability to fill vacant positions with competent personnel in a timely manner; compensation plan must reflect a clear understanding of the work to be performed and indicate the capability to obtain and keep suitably qualified personnel to meet mission objectives; demonstrate an understanding of the challenge of retaining the workforce; and provide a quality training program.

(2) Management Approach. The offeror shall submit a management plan with an organizational chart including roles and responsibilities, lines of communication (both internal and external), and resumes of key personnel (positions of company managers and above). The proposal must demonstrate sufficient resources, leadership, and techniques to manage the contract function over a multi-state, multi-time zone operation; demonstrate ability to manage issues of recruiter and employee professionalism and conduct that affect the perception of the Army in the community and the integrity of the recruiting process; and demonstrate how the contract will be managed to ensure recruiting performance. The offeror shall also submit a phase-in plan that demonstrates the ability to transition from a previous contract operation to the proposed operation, including handover of recruiting zones, Future Soldiers, schools, and Army customers.

(3) Recruiting Comprehension. The proposal must demonstrate ability to provide recruiting services over the depth and breadth of Army recruiting programs, including knowledge of current recruiting market, incentives, service

options for applicants, and recruiting laws; and demonstrate ability to adapt to the changing recruiting environment as world events change and Army recruiting programs respond to market forces.

**Volume III – Past Performance.** This volume is limited to 25 pages, excluding past performance questionnaires. The offeror shall submit a list of relevant government and/or private sector contracts and subcontracts it has performed, or is performing, within the past three years. Relevant is defined as same or similar to the proposed effort in size, scope, or complexity. On-going contracts/subcontracts shall have been performed for a minimum of six months.

1. The list shall include contracts and/or subcontracts performed by proposed major subcontractors and shall contain the following:

a. Contract/order number and award date (for projects under task orders or delivery orders, include task/delivery order numbers).

b. Description – briefly describe contract objectives and specific task(s) performed by the offeror – include place of performance.

c. Dollar value – include all option periods, if applicable.

d. Type (e.g., indefinite delivery/indefinite quantity (IDIQ), firm fixed price (FFP), cost reimbursement, time and material, etc.)

e. Period of Performance – give start date and original and final completion dates. Or state ongoing – include option periods, if applicable.

f. Contractor information – include cage code, DUNS number, company point of contact (POC), telephone number, and e-mail address.

g. Government Administrative Contracting Office or commercial contracting activity POC, telephone number, and e-mail address.

h. Quality awards and/or quality certifications (related to performance of the contract/subcontract)

i. Problems and corrective actions – briefly describe any problems and circumstances encountered during performance that significantly impacted delivery, schedule, or cost – describe corrective actions taken and effectiveness of such actions. Include a copy of any cure notices or show cause letters received on each contract listed and a description of any corrective action taken.

2. The offeror shall list all contracts the offeror and major subcontractors have had terminated for default, in whole or part, and any contract that is in the process of being terminated for default, during the past three years. This information is required for any contract, similar or not to the proposed effort, whether or not on the above list.

3. The Past Performance Questionnaire shall be used. The questionnaire shall be forwarded to agencies/companies for which the offeror and major subcontractors have performed similar services to those defined in this solicitation during the past three years. Offerors shall inform each point of contact that Directorate of Contracting, Fort Knox, Kentucky, will use responses in evaluation of past performance for solicitation W9124D-07-R-0042. It is the offeror's responsibility to follow-up with contract reference points of contact to ensure timely submission. Any completed questionnaires received after the closing date will be considered late and may not be evaluated. Offerors may follow-up with the Contracting Officer to verify receipt of completed questionnaires.

Evaluating agencies/companies may submit completed questionnaires by mail, electronically, or facsimile transmission. All completed questionnaires, regardless of submission method, must be submitted by the evaluating

agency/company. Confirmation that e-mail or facsimile transmissions came from evaluating agencies/companies must be obtainable (telephone number or e-mail address will suffice as confirmation).

- a. Mail to: Directorate of Contracting  
SFCA SR KN  
Attn: W9124D-07-R-0042, Joanne Edwards  
Bldg 1109B, Ste 250  
199 6<sup>th</sup> Ave.  
Fort Knox, KY 40121-5720
- b. E-mail: Subject: PP Questionnaire W9124D-07-R-0042  
[joanne.w.edwards@us.army.mil](mailto:joanne.w.edwards@us.army.mil)
- c. Facsimile: Directorate of Contracting  
Attn: W9124D-07-R-0042, Joanne Edwards  
502-624-7165 or 502-624-5869

4. Offerors are reminded that both independent data and data provided by offerors in their proposals may be used to evaluate offeror past performance. Sources for independent data may include government databases. Since the government may not interview all sources provided by offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The government does not assume the responsibility to search for data to cure problems it finds in proposals. The burden of providing thorough and complete past performance information remains with the offeror. Proposals that do not contain information outlined in this section risk rejection or high performance risk rating. If past performance information is negative, the contractor will be given an opportunity to provide rebuttal. Offerors without relevant past performance history will receive an unknown risk rating for past performance.

#### CLARIFICATION OF THIS SOLICITATION

Offerors are cautioned against soliciting views, clarifications, interpretations, etc., of this solicitation from agencies or individuals of the government other than the Contracting Officer. Any request for clarification should be submitted in writing to Directorate of Contracting, SFCA SR KN, Attn: Joanne Edwards, Bldg 1109B, Ste. 250, 199 6<sup>th</sup> Ave., Fort Knox, KY 40121-5720, by facsimile to Joanne Edwards at 502-624-7165 or 502-624-5869, or by e-mail to [joanne.w.edwards@us.army.mil](mailto:joanne.w.edwards@us.army.mil)

#### EVALUATION FACTORS FOR AWARD

A. Evaluation Criteria: Evaluation factors are technical, past performance, and price. Technical is moderately more important than past performance. Technical and past performance, combined, are slightly more important than price. Where evaluations of non-price factors, technical and past performance, of acceptable offers are close to one another, price may become a determining factor for award. The government will award the contract to the offeror(s) whose offer represents the best value to the government. Proposals shall conform to all the terms and conditions contained in the Request for Proposal (RFP).

1. **Technical Factor**. The three subfactors evaluated under technical are: Personnel Recruitment, Retention and Training; Management Approach and Recruiting Comprehension. These subfactors are listed in descending order of importance. Personnel Recruitment, Retention and Training is more important than Management Approach, which is more important than Recruiting Comprehension. Ratings of these subfactors are based on the following:

(1) Personnel Recruitment, Retention and Training.

How well does the offeror's recruitment plan demonstrate the ability to evaluate personnel qualifications (including commitment, enthusiasm, and ability to deal with rejection) as well as the ability to fill vacant positions with competent personnel in a timely manner? How well do the offeror's proposed compensation levels reflect a clear understanding of the work to be performed? How well does the offeror's proposed compensation structure indicate

the capability to obtain and keep suitably qualified personnel to meet mission objectives? How well does the offeror understand the challenge of retaining a workforce for this demanding work that has had significant personnel turnover? Evaluate the quality of the contractor's proposed training plan, both the initial and sustainment training program.

(2) Management Approach.

How well does the offeror demonstrate the resources, leadership and techniques to manage the contract function over a multi-state/multi-time zone operation? How well does the offeror demonstrate ability to manage issues of recruiter and employee professionalism and conduct that affect the perception of the Army in the community and the integrity of the recruiting process? How well does the offeror demonstrate how it will manage the contract function to ensure recruiting performance? How well does the offeror's phase-in plan demonstrate the ability to transition from a previous contract operation to the proposed operation, including handover of recruiting zones, Future Soldiers, schools, and Army customers?

(3) Recruiting Comprehension.

How well does the offeror demonstrate ability to provide recruiting services over the depth and breadth of Army recruiting programs, including knowledge of current recruiting market, incentives, service options for applicants, and recruiting laws? How well does the offeror demonstrate the ability to adapt to the changing recruiting environment as world events change and Army recruiting programs respond to market forces?

The technical factor will receive an overall rating based on the rating of the technical sub-factors.

2. **Past Performance:** Past performance is defined as a subjective judgment about the quality of a firm's historical performance. This judgment may be based on statements of opinion about the quality of specific aspects of the firm's performance or about the quality of the firm's overall performance. These statements may be obtained from the firm's customers, business associates, government agencies, and from other knowledgeable persons and organizations. This judgment may be based on records of objective measurements and subjective rating of specified performance attributes, if available.

An offeror showing no relevant past performance relating to this request for proposal will not be evaluated favorably or unfavorably on this factor, the offeror will receive a neutral performance rating.

3. **Price:** Price will not be rated. The contracting officer will review each offeror's submission to ensure that the proposed prices are fair and reasonable, with appropriate risk for the proposed effort. The degree to which the offeror proposes to share the financial risk of recruiting production (or mission) success with the government will be considered when determining appropriate risk for the proposed effort. This production risk, related to price, is the ratio of the personnel contract line items (Company Management and Recruiters) and the production contract line items (Ship-volume, and Ship-quality). It is anticipated that competition and the use of a firm fixed price contract will produce a fair and reasonable price, with appropriate risk.

Example 1:

Total of Company Management & Recruiters (Personnel contract line items)	\$5,000,000.00	62.5% Government
Total of Ship-volume & Ship-quality (Production contract line items)	<u>\$3,000,000.00</u>	37.5% Contractor
Total	\$8,000,000.00	

Example 2:

Total of Company Management & Recruiters (Personnel contract line items)	\$4,000,000.00	50% Government
Total of Ship-volume,& Ship-quality (Production contract line items)	<u>\$4,000,000.00</u>	50% Contractor
Total	\$8,000,000.00	

## Example 3:

Total of Company Management & Recruiters (Personnel contract line items)	\$2,000,000.00	25% Government
Total of Ship-volume & Ship-quality (Production contract line items)	<u>\$6,000,000.00</u>	75% Contractor
Total	\$8,000,000.00	

B. Evaluation Ratings

1. Technical Evaluation Ratings: The following adjectival ratings will be used to evaluate the technical factor and sub factors:

Outstanding – Proposal demonstrates excellent understanding of requirements and approach that significantly exceeds performance or capability standards. Has exceptional strengths that will significantly benefit the government. Has an overall low degree of risk in meeting the government’s requirements.

Good - Proposal demonstrates good understanding of requirements and approach that exceeds performance or capability standards. Has one or more strengths that will benefit the government. Has an overall low to moderate degree of risk in meeting the government’s requirements.

Satisfactory - Proposal demonstrates acceptable understanding of requirements and approach that meets performance or capability standards necessary for acceptable contract performance. Has an overall moderate to high degree of risk in meeting the government’s requirements.

Marginal – Proposal demonstrates shallow understanding of requirements and approach that meets performance or capability standards necessary for acceptable contract performance. Has an overall high degree of risk in meeting the government’s requirement.

Unsatisfactory - Proposal fails to meet performance or capability standards. Requirements can only be met with major changes to the proposal. Approach cannot be expected to meet the government requirements and involves a very high risk.

The technical factor will receive an overall rating based on the rating of the technical sub-factors.

2. Performance Risk Ratings: The following performance risk ratings will be used for the Past Performance factor:

Low Risk – Based on the offeror’s performance record and experience, essentially no doubt exists that the offeror will successfully perform the required effort.

Moderate Risk – Based on the offeror’s performance record and experience, some doubt exists that the offeror will successfully perform the required effort.

High Risk - Based on the offeror’s performance record and experience, significant doubt exists that the offeror will successfully perform the required effort.

Unknown – Little or no relevant performance record identifiable; equates to an unknown risk rating having no positive or negative evaluation significance.

C. Price Evaluation: Price will not be rated. Award will be made to the responsible offeror whose proposal offers the best overall value to the government, price and other factors considered. The value will be determined by comparing differences in the value of the above technical and past performance factors and cost to the government. The price evaluation will also consider the appropriate financial risk proposed by the offeror as set forth in paragraph A.3 above. Where evaluations of non-price factors, technical and past performance, of acceptable offers are close to one another, price may become a determining factor for award.

D. Basis for Award: Selection of the offer that provides the best value to the government will be made. This decision will not be made by application of a predefined formula, but by conduct of a tradeoff process among factors and subfactors identified above, and exercise of business judgment by the Source Selection Authority. The government will evaluate each proposal to determine the extent to which it demonstrates clear understanding of solicitation requirements, sound approach to satisfying those requirements, capability to perform in accordance with the proposal, and ability to work in partnership with the government to provide support to the U.S. Army Recruiting Command. Proposals must conform to solicitation requirements and will be judged by an integrated assessment as being most advantageous to the government, price and other factors considered.

The government's primary objective in awarding a contract is to make a best value decision using a tradeoff process. Price is not the primary consideration as basis for award. The government reserves the right to award to other than the lowest priced or to other than the offeror with the highest technical rating. The government will determine the best overall value based on the offeror's proposal, with consideration of price and other evaluation factors specified in this RFP.

A competitive range that includes all of the most highly rated proposals may be established. The number of proposals in the competitive range may be limited to the greatest number that will permit an efficient competition among the most highly rated proposals. Those offerors whose proposals are not within the competitive range will be notified that their proposals are unacceptable, negotiations with them are not contemplated, and any revisions of their proposals will not be considered.

E. Discussions or Negotiations: It is the government's intent to award without discussions. Discussions, if any, will be conducted in accordance with FAR 52.215-1 and final offers will be evaluated in accordance with factors as were the initial offers. The government reserves the right to award a contract based on the initial proposal.

#### CONTRACT PERIOD

Any contract awarded as a result of offers under this solicitation shall extend from 16 September 2007 or date of contract award, whichever is later, through 30 September 2008, both dates inclusive, unless sooner terminated under the terms of the contract, with an option by the government to enter into an extension to the basic contract, with total performance not to exceed five years. The initial contract period includes a phase-in period prior to the performance period.

#### PAYMENT

The government will pay the contractor, upon submission of proper invoices, the prices stipulated in this contract for actual services received and accepted, less any deductions provided in the contract.

#### INVOICES

The contractor shall submit payment requests using the following electronic method: Wide Area Workflow-Receipt and Acceptance (WAWF-RA) <https://wawf.eb.mil> The contractor shall submit a 2 in 1 invoice in WAWF. Contractor invoices shall reflect contract line items (CLINs) contained in the contract. The contractor shall send an informational copy of the invoice to fax number 502-626-0688. Failure to submit invoices as instructed herein may result in delay of payment.

NOTE: Go to <http://wawftraining.com> for self paced training, to learn how to electronically submit and take action on documents in WAWF.

#### PAYMENT STATUS INQUIRY

Contract payment status may be found online using MyInvoice at <https://myinvoice.csd.disa.mil>.

#### CONTRACT ADMINISTRATION

All contract administration will be effected by the Contracting Officer, Contract Administration Division, Directorate of Contracting, Building 1109B, Ste 250, 199 6<sup>th</sup> Ave, Fort Knox, Kentucky 40121-5720. Changes in or deviation from the Performance Work Statement shall not be effected without a written modification to the contract executed by the Contracting Officer.

#### CONTRACTOR MANPOWER REPORTING (CMR):

Per Secretary of the Army direction, ensuring contractors report the required CMR data is the responsibility of the government official certifying payment, i.e. government representative. The government representative may be the COR, COTR, or the POC responsible for submission of receiving reports. The government representative and the contractor are both responsible for submission of data to the CMR database.

The government representative shall report the basic contract information, inclusive of the following: Contract Number; Delivery Order Number (if applicable); Task Order number (if applicable); Unit Identification Code of the Activity Requiring the Services; Command; Total Obligated Dollars; Total Disbursements; Contact Information; Army Management Structure Code (AMSCO); Department Code; Operating Agency; Basic Symbol (BSYM); Fiscal Year Dollars; Element of Resource; Management Decision Execution Package (MDEP).

The contractor shall report only the following data: Contract Number; Delivery Order Number (If applicable); Task Order Number (If applicable); Requiring Activity Unit Identification Code; Command; Contractor Contact Information; Federal Service Code; Direct Labor Hours; Direct Labor Dollars; Location Information.

The contractor shall provide to the government representative (and the Contracting Officer if required) written certification (i.e. email or letter) that it has completed the CMR report.

Per Secretary of the Army direction, ensuring contractors report the required data is the responsibility of the official certifying payment. The contractor shall provide certification of completion of this requirement to the official certifying payment (i.e., the COR or the POC for receiving report as indicated in the contract and to the contracting officer.

#### INSPECTION

Inspection of services to be furnished hereunder will be made by the Commander, U.S. Army Recruiting Command, Fort Knox, Kentucky, or his authorized representative.

#### PERFORMANCE WORK STATEMENT

All work shall be performed in accordance with the Performance Work Statement for Operation of Army Recruiting Companies, dated 10 May 07, included herein. The offeror's proposal may also be incorporated into and made a part of the resultant contract.

#### ADDENDUM TO FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS

##### **1. Payments** for categories in contract line items:

Ship (volume) – The contractor shall invoice for payment when an applicant (other than TSC-I-III A) ships to a training center or another installation.



Ship (Quality) TSC-I-III A – The contractor shall invoice for payment when an applicant in TSC-I-III A ships to a training center or another installation.

Retention - The contractor shall invoice for payment when each successful on-production recruiter reaches a six month on-production anniversary date and each subsequent six month anniversary date during the performance period of the contract.

Position Fill-Rate (Recruiters) – The contractor shall invoice for a performance-based payment for exceeding the 90% fill-rate standard on a per recruiter per month basis beginning 90 days after contract award. Fill rate must be exceeded by at least two percent. Percentages will not be rounded up. This payment will be computed as follows: 92% Fill-Rate @ \$50 per recruiter per month; 94% Fill-Rate @ \$100 per recruiter per month; 96% Fill-Rate @ \$150 per recruiter per month; 98% Fill-Rate @ \$200 per recruiter per month; and 100% Fill-Rate @ \$250 per recruiter per month. For position fill-rate incentive payment purposes, a position is considered filled after the recruiter has completed training and reports to a recruiting station.

## 2. Deductions

Position Fill-Rate (Company Headquarters staff) – Beginning 90 days after contract award, if the personnel fill rate per company is below 90%, the contractor shall deduct a percentage equal to the difference between the actual company fill rate and the 90% standard of the monthly amount for company management. Example: If the company fill rate is 75%, the contractor shall deduct 15% from the monthly amount for company management.

Position Fill Rate (Recruiters) – Beginning 90 days after contract awards, if the recruiter fill rate is below 90%, the contractor shall deduct a percentage equal to the difference between the actual recruiter fill rate and the 90% standard of the monthly price per recruiter. For position fill rate deduction payment purposes, the position fill rate percentage will include both the recruiters in the stations and the personnel attending the RRS. Example: If 100% fill rate equals 150 recruiters, and there are 100 recruiters in stations and 20 in school, the fill rate equals 80%. The contractor shall deduct 10% of the monthly price per recruiter from the invoice. If the monthly price per recruiter were \$1,000.00, the deduction would be computed as follows:

120 recruiters @ \$1,000.00 = \$120,000.00

10% of \$1,000.00 = \$100.00 X 120 recruiters = \$12,000.00 deduction.

Total to be paid = \$108,000.00

Attachment:

Number	Title	Pages
1	Past Performance Questionnaire	1-4

### PERFORMANCE WORK STATEMENT FOR OPERATION OF ARMY RECRUITING COMPANIES 10 May 07

1. Scope. The contractor shall provide qualified personnel to operate Recruiting Company areas for the U.S. Army Recruiting Command (USAREC) at five designated locations across the continental United States and provide contract recruiters to perform recruiting services in the company areas. The contractor shall perform all recruiting

company mission requirements and provide qualified individuals to recruit for the Army in the recruiting company locations. Contractor personnel shall possess the skills, knowledge, positive suitability investigation, and training to perform the services identified herein. The government will provide three 79R Non Commissioned Officers per recruiting company as liaisons to aid in transition between contracts. Locations are identified in Technical Exhibit 1. Locations may be added and/or deleted as government requirements dictate. A Contracting Officer's Technical Representative (COTR) will be appointed to assist the Contracting Officer's Representative (COR). The Battalion Commander responsible for the recruiting company area will serve as the COTR under this contract. The contractor shall perform services at the following US Army Recruiting Company areas: Wilmington, North Carolina; Dayton, Ohio; Oklahoma City East, Oklahoma; Fairview Heights, IL; and Tacoma, Washington. See Technical Exhibit 1.

1.1. The contractor shall furnish all necessary personnel, materials, equipment, and service/supplies required to perform the required work, unless specified to be provided by the government, in accordance with the Performance Work Statement (PWS) and the contractor's accepted technical proposal.

1.2. Contractor Phase-In. The contractor shall have a phase-in period of two weeks to familiarize himself with the contract company area; inspect facilities; conduct inventories of Government-furnished property, arrange for any transfers of property or equipment, and order Recruiting Publicity Items (RPIs) and Personal Presentation Items (PPIs) for stations before beginning performance.

1.3. Project Manager. The contractor shall designate a Project Manager (PM) who will be telephonically available to the government point of contact (POC) during the normal hours of operation, 8:00 A.M. through 5:00 P.M., EST, Monday through Friday, exclusive of any Federal holidays. When the PM is not present, the contractor shall designate an individual to act for the PM. The contractor shall submit the names, addresses, E-mail address, and telephone numbers of the PM and his alternate in writing to the contracting officer three calendar days prior to contract start date or prior to implementation of any change. The PM shall be on-site at USAREC Headquarters, Building 1307, Fort Knox, Kentucky, within 24 hours if the government requires a face-to-face meeting. The PM will be responsible for providing all documentation required by this contract to the COR. This shall include but not be limited to in-processing Battalion (BN), Company (CO) and Stations, and validate schools and zip codes per ARISS Top of System (TOS).

1.4. Pre-performance conference. A pre-performance conference will be scheduled with the contractor within ten calendar days after contract award. This conference will be held at USAREC, Building 1307, Fort Knox, Kentucky.

1.5. The contractor shall provide a written list of contractor employees (with positive suitability investigations) and projected report date within ten calendar days of contract award.

1.6. The contractor, any employees or representatives of the contractor entering the government facilities or government-leased facilities shall conform to security regulations which may be in effect during the contract period and will be subject to such security checks as may be deemed necessary to assure that no violations occur.

1.7. Contractor Identification Badges are required for all contractor personnel. The contractor furnished badges shall identify the employee by name, company name, and any other additional information, as required. The contractor shall furnish personnel with a badge before arriving to assigned station. Any contractor personnel without a badge will be denied entrance to the station or other government location. The contractor personnel shall wear this badge at all times during performance of this contract.

1.8. Drug and Alcohol Prevention. The contractor shall develop a program that enacts a "No Tolerance" policy and includes a procedure for immediate elimination from employment of employees under this contract. The contractor shall develop a pre-hiring screening test. The government will be furnished a copy of the pre-hiring screening test and a copy of the contractor's "No Tolerance" policy within five calendar days after contract award. The contractor shall furnish the government with an updated pre-hiring screening test as changes occur. Recurring and random test procedures should be included in the plan. The contractor's drug and alcohol plan shall be in accordance with Federal, State and Local laws and regulations. This screen would include a valid driver's license (or valid state identification card) and verification that employees are free of alcohol or drug related offenses

1.9. Weapon/firearm control. Contractor personnel shall not transport, possess, or use privately owned dangerous weapons on government-operated installations or facilities or in government-furnished vehicles. "Dangerous weapons" include all forms of firearms, missile-throwing devices (e.g. Bow and arrow), switch blade or automatic blade knives, knives with blades in excess of three inches, ammunition and pyrotechnics, fireworks, bludgeons (e.g. Numchucks), brass knuckles, shooting pens, and similar devices. Unauthorized dangerous weapons will be confiscated and impounded by government law enforcement and security personnel. A state weapon permit does not supersede this contract provision.

1.10. Government Furnished Services (Battalion Support). Support services currently provided to military recruiting companies will likewise be provided to contractor companies within the battalion area. These categories of support include Total Army Involvement in Recruiting (TAIR), Center of Influence (COI), Advertising, Education Tours, waiver processing, automation support, Education Specialist support functions, Hometown Recruiter Assistance Program (HRAP) support, availability of US Army Accession Support Brigade assets (Adventure Van, rock walls, etc.), Active Duty for special Work (ADSW) tour support, funding for Future Soldier (FS – member of the Delayed Entry Program) events, and Local Civic Memberships.

1.11. Advertising. The contractor shall support the integrity of the Army brand positioning and character, and be in full compliance with the Army's fully integrated marketing, advertising, promotion and publicity program, as established by the Army Brand Group. The contractor shall not change or alter the Army brand logo in any way nor produce products on USAREC programs. All advertising products and recruiter support materials must be consistent with the Army brand and current messaging strategies. Locally produced brochures and advertising products are prohibited.

1.12. Mission.

1.12.1. Mission Assignment. USAREC receives an annual accessions mission from the Department of the Army based on the manpower needs of the Army. USAREC converts that accessions mission into a required contract mission necessary to support the accessions missions. This mission fluctuates each year. The contractor's mission from USAREC will be issued on an annual, quarterly or monthly basis, through the Battalion that each company is assigned to and is subject to fluctuate.

1.12.2. Mission Variability. The quantities shown in the bid schedule represent historical averages for the companies to be contracted. The actual mission will be based on the needs of the Army.

1.12.3. Limited Quality. During the course of the year, "limited quality" applicant categories (i.e. IIIB, CAT IV, etc.) are opened for a limited period of time to allow for contracting within that market area. This practice is necessary to ensure the Army meets its stated quality marks and does not over access applicants from limited quality pools. The contractor will be provided equal opportunities to access applicants within this market.

1.12.4. Distribution of Company Mission. Annual, quarterly, and monthly missions will be separately assigned for each of the five company areas. These mission numbers shall not be changed without written approval from the contracting officer.

1.12.5. ROTC Referrals. The contractor will be assigned a mission to make referrals to Cadet Command for their use to encourage ROTC enrollment. This referral mission is generally 5% of the annual accession estimate but could fluctuate based on the Army's need for ROTC enrollments to support officer accessioning.

1.13. Relocation of Contract Recruiters. Following award and annually thereafter, the offeror may propose adjustments to current recruiter station structure. Proposals to open, close or relocate stations will be addressed in the USAEC Recruiting Market Analysis (RMA) process. Final approval rests with the Commander, USAREC and will be communicated in writing by the Contracting Officer. The government requires a minimum presence at the locations identified in Technical Exhibit 1.

#### 1.14. Training:

1.14.1. The government will provide the Basic Recruiter Course and Station Commander Course for station managers and recruiters at the U.S. Army Recruiting and Retention School (RRS), Fort Jackson, South Carolina, unless the employee has been on recruiting duty with the U.S. Army (Regular or USAR) within the last calendar year or completed this training within the last calendar year. The Army will provide lodging and meals for contractor personnel during training at the RRS (weekends and holidays included) based on the local per diem rate. The contractor shall arrange and pay all transportation expenses related to attendance at the RRS. This is limited to one school slot per position, not to exceed the total number of recruiters on the contract. The contractor shall provide proof of this training to the COR when the individual is identified for a specific location. The COR will notify the contractor in writing if the individual is not required to attend the RRS. Anticipated duration of training is approximately six weeks. Additional school slots will be provided by the government only in the event where the contractor terminates an employee that has been in the position for more than one year or the employee quits after one year. Contractor personnel will participate in the "New Recruiter Program" in accordance with USAREC PAM 350-2 after an absence of one year or more regardless of experience.

1.14.2. The government will identify to the contractor the training dates for each recruiter and station manager to attend the RRS. Delays in scheduling contractor personnel to the RRS are not anticipated. The contractor shall coordinate with the government COR for the Army Training Requirements and Resources System (ATTRS) data input NLT two weeks prior to course attendance.

1.14.3. Contractor personnel shall graduate from the RRS and be certified by the government as to their understanding of Army recruiting policies and practices prior to performing services under this contract. The contractor shall be paid the monthly rate for the recruiter beginning when personnel in-process (10 working days prior to attending the RRS) and while personnel are attending school. The monthly rate will terminate for that individual if they quit, terminate, or are removed prior to graduation. The contractor shall invoice the government for a pro-rated amount based on a 30-day month.

1.14.4. The contractor shall submit proof of training by Name, Company and Station assigned at the completion of each class to the Contracting Officer Representative. Excel format is acceptable.

1.14.5. The government will pay for travel by contractor personnel ONLY with prior approval of the Contracting Officer's Representative (COR). The government will pay for recruiter in-processing at the battalion, not to exceed two trips. Contract recruiters shall in-process at their respective battalions before reporting to their station or Basic Recruiter Course.

1.14.6. For approved travel, direct travel costs will be reimbursed for actual cost incurred (not to exceed Joint Federal Travel Regulation) rates, without the addition of General & Administrative expenses or other overhead burden.

1.14.7. The contractor shall provide any additional training that may be required by its personnel to perform recruiting services. This training shall include ethics rules that pertain to relationships between government and contractor employees (particularly gifts and other payments) and appropriate use of government resources. When available, contracted personnel may attend additional training with USAREC personnel, as approved by the government COR and the KO. The contractor shall be responsible for all expenses associated with the employee attending additional training

1.14.8. Training, related to replacement of personnel, shall be at the contractor's expense. The contractor shall reimburse the government for the cost of lodging and meals provided to an employee during attendance at the RRS if the employee fails or is sent home prior to certification. The contractor shall also reimburse the government for the cost of providing a new catalog case and planning guide to a replacement employee. The contractor will not be charged a fee for tuition.

#### 1.15.1. Contractor Personnel.

1.15.2. Contract Recruiting Personnel fill rate. The contractor shall maintain a 90% position fill status per station and company. Individual recruiting stations will be manned in accordance with the last completed Program Analysis and Evaluation (PAE). The current PAE analysis is found at Technical Exhibit 1. The PAE is a historical look at the market, demographics, past average production, and recommended recruiter strength to provide a look at the “hot spots” where current recruiting operations should occur. See paragraph 2.43 for definition of position fill.

1.15.2.1. Beginning 90 days after contract award, if the personnel fill rate is below 90% per company, the contractor shall reimburse the government in accordance with the Addendum to FAR Clause 52.212-4. This shall be deducted from the total invoice per RCM.

1.15.2.2. Beginning 90 days after contract award, if the contractor exceeds the 90% personnel fill rate standard by achieving 92% to 100%, the contractor shall invoice for a performance based incentive on a per recruiter per month basis. Percentages will not be rounded up. This payment will be computed in accordance with the Addendum to FAR Clause 52.212-4.

1.15.2.3. The personnel fill rate requirement will be suspended for each recruiting calendar month when the contractor achieves mission success for that month. Mission success is defined as 100% accomplishment of monthly assigned mission by category.

1.15.3. Personal Appearance. The contractor shall develop a standard appearance for all employees, which will be approved by the government. The plan should include a business and a casual standard. The contractor shall develop a standard for physical appearance, tattoos, hairstyles, personal hygiene, and jewelry. The contractor shall provide the government a copy of this policy within five calendar days of contract award date.

1.15.4. Contract recruiters' attire will include the prominent display of the Army Strong logo or other approved Army brandings.

1.15.5. Contractor personnel will be subject to suitability standards IAW Army Regulations (AR) 25-2 and 380-67. Personnel Security Investigation: Contractor personnel requiring access to or use of government owned or supplied information technologies and systems, access to information or material governed by the Freedom of Information Act, information designated as For Official Use Only and/or proprietary information must be subject to a favorable suitability investigation submitted using the SF85P, SF85PS or SF86. Contractor personnel must have a valid Army Knowledge On-Line (AKO) account and password, a valid Common Access Card (CAC), and a print out from the Battalion Security Manager Showing a valid National Agency Check with Local Agency and Credit Check (NACLC) or proof of submission for one. Contractor personnel shall have ten working days prior to attending the Basic Recruiting Course or prior to their arrival at the recruiting station to in-process at their respective battalions to complete these requirements.

1.15.6. Contractor personnel may be authorized access to government owned or supplied information technologies and systems, information or material governed by the Freedom of Information Act, information designated as For Official Use Only and/or proprietary information only after the favorable completion of a Personnel Security Investigation (PSI), with a NACLC, prescribed by Army Regulation 380-67, Personnel Security Program, and 25-2, Information Assurance. A favorable NACLC (within the last five years) to include a certification that the individual is not on the Nations Sex Offender Registry, will be completed or action submitted to the appropriate designated Security Manager prior to arrival at their duty station or recruiting battalion. Request for waivers or exception to policy, for access to automation information systems, based upon PSI submission, shall be submitted no later than 30 calendar days prior to assignment to recruiting duties. The contractor shall ensure suitability and investigative requirements are met prior to employment.

1.15.7. Contractor personnel with previous Army Recruiting experience will have a records review by various designated USAREC activities (to include Enlistment Standards Directorate) to determine suitability, in addition to the checks in paragraphs 1.15.5. and 1.15.6. Contractor personnel with prior military recruiting experience will certify that they have not been relieved from or rejected for recruiting duties. Additionally, contractor personnel

must have no history of adverse administrative action, or disciplinary action under the UCMJ, for having committed recruiting improprieties as defined in Chapter 2 of USAREC Reg 601-45, or having committed recruiter misconduct as defined in Chapter 2 of USAREC Reg 600-25.

1.15.8. Personnel who no longer meet suitability standards will be immediately removed from recruiting duties. Any substantiated Recruiter Impropriety (RI) makes a person unsuitable. The COR shall be notified immediately, by the contractor, of all terminations of contract personnel, regardless of cause or reason or when any suitability issues or unfavorable information is discovered or known.

1.15.9. Contractor personnel shall read, write, speak, and understand the English language.

1.15.10. Contractor personnel shall conduct themselves in a businesslike manner at all times.

1.15.11. Contractor personnel shall comply with smoking policies in federal buildings and in government furnished vehicles.

1.15.12. Contractor personnel are required to be computer literate, have the ability to operate Microsoft Office Suite programs, and be proficient in USAREC specific programs upon completion of the RRS.

1.15.13. Recruiting Improprieties. The government will conduct an independent investigation of all Recruiter Impropriety/Misconduct cases. Investigations will be conducted IAW the procedures of USAREC Regulation (UR) 601-45 (Recruiting Improprieties and procedures), with the following exceptions:

1.15.14. Recruiting Improprieties. The contractor shall provide the COR with an Excel report within three calendar days after the end of each RCM (Recruiting Contract Month). This report shall include by company the number of alleged RI's and results.

1.15.15. USAREC shall have the authority to substantiate recruiting impropriety allegations and make recommendations to the contractor IAW procedures set forth under UR 601-45. All cases must be sent through the respective battalion and brigade commander for recommendation, and then sent to HQ, USAREC (RCRO-ES).

1.15.16. Upon substantiation of any allegation, the COR shall provide the government's recommendations to the Contracting Officer. In no instance will any USAREC authority attempt to take personnel actions against the contractor or contractor personnel, or imply that not following the recommended disposition will result in adverse consequences.

1.15.17. Only the contractor or designee will take action against an individual based on substantiated recruiting impropriety allegations. The COR will provide the contractor a final report including all findings for their use to determine the proper disposition of the case. All cases, however, must be forwarded to HQ, USAREC, Enlistment Standards Directorate, (RCRO-ES), for review. Note that RCRO-ES may therefore, recommend substantiation of allegations that the brigade commander has previously closed as unsubstantiated.

1.16. Security Requirements. The contractor is responsible for safeguarding information of a confidential or sensitive nature. Failure to safeguard any classified/privileged information which may involve the contractor or the contractor's personnel or to which they may have access may subject the contractor and/or the contractor's employees to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor. All programs and materials developed at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain security badges and adhere to the installation security requirements.

1.17. Automation Utilization and Training:

1.17.1. The government will provide automation equipment and services to the contractor necessary for performance of this contract, including computers, with previously installed software, electronic forms, and access

to required publications. The contractor is required to input applicant data and operate the automation equipment in accordance with the provided procedures and training.

1.17.2. Automation Security: Contractor personnel accessing any computer device will be subject to checks or investigations. Contractor personnel shall maintain a favorable suitability investigation during the term of the contract pursuant to the requirements of the Army Regulation (AR) 25-2 and AR 380-67. The contractor shall conduct a pre-screen suitability investigation of each potential employee by using (SF 86 or SF 85P). This information will be forwarded through the COR to the USAREC Security Manager. No contracted employee will be assigned until the security checks are validated. Requests for waivers to access automation systems based upon Personnel Security Investigation submission, shall be submitted at time of in-processing at the battalion. The contractor shall submit an annual certification acknowledging receipt and understanding of a computer security brief (submitted as a deliverable within five working days of a new employee's access to computers). Any contractor personnel operating a government-provided computer will possess a favorable suitability investigation or an approved waiver pending investigation prior to gaining access or use of any computer/computerized device. Failure to maintain suitability standards set forth therein will subject contractor personnel to suspension of access to government automated systems. If a contract employee is suspended from system access, the contractor shall be responsible to ensure that work continues. Upon learning of employee misconduct, the contractor shall report the incident to the COR within one business day.

1.17.3. Common Access Card. The Common Access Card (CAC) will be issued to all eligible contractor personnel throughout the Army. The expiration date on the CAC will reflect the date when the contract expires or the date of the option year expiration. Cards will not exceed a one-year period of validation.

1.17.4. Indemnity. The contractor shall hold the government harmless for any damage to or loss of property or any injury to or death of persons as a result of the action or inaction of the contractor or its employees. Contractor personnel shall carry proof of insurance certification with them whenever operating government vehicles. The contractor shall comply with FAR 52.228-8, Liability and Insurance – Leased Motor Vehicles.

#### 1.18. Quality Control (QC).

1.18.1. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means to assure that the work complies with the requirements of the contract. As a minimum, the contractor shall develop quality control procedure that address the performance standards identified in the section five of the PWS. The contractor shall submit all QC's reports/findings to the COR no later than three calendar days after each RCM.

1.18.2. The contractor shall implement the QC program on contract start date and submit a copy of the quality control plan to the contracting officer and COR upon contract award. Any changes shall be provided to the contracting officer and COR at least seven working days prior to implementation. The contractor's plan shall include, as a minimum, the following:

1.18.3. An inspection system covering the services stated in the contract specifying areas to be inspected on a scheduled or unscheduled basis and the title of the individuals who will perform the inspections.

1.18.4. A method of identifying deficiencies in the quality of service performed before the level of performance becomes unacceptable.

1.18.5. A file of all inspections conducted by the contractor and any corrective action taken. The contractor shall make documentation available to the government upon completion of each inspection and provide the COR a copy no later than three calendar days after the end of each RCM.

1.18.6. Inspections. The contractor shall demonstrate its commitment to comply with contractual and regulatory requirements by submitting to periodic inspections such as Inspector General, USAREC Enlistment Standards

Division, Army Audit Agency, Defense Contract Audit Agency, and other contract management oversight as prescribed in regulatory guidance.

1.18.7. Performance Assessment. The government will evaluate the contractor's performance under this contract in accordance with the performance standards identified in the PWS.

#### 1.19. Contractor Manpower Reporting

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all required information using the following web address: <https://cmra.army.mil/>. The required information includes: (1) Contracting Office, Contracting Officer, Contractor Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor, if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

2. Acronyms/Definitions: The following definitions/categories apply to this requirement.

- 2.1. AAR: After-Action Review
- 2.2. ADSW: Active Duty for Special Work
- 2.3. ARISS: Army Recruiting Information Support System
- 2.4. CAC: Common Access Card
- 2.5. CLIN: Contract Line Item Number
- 2.6. CLT: Company Leadership Team
- 2.7. COI: Centers of Influence
- 2.8. COR: Contracting Officer's Representative
- 2.9. COTR: Contracting Officer's Technical Representative



2.10. DIME: Demographic, Income, Military Service and Education

2.11. EOM: End of Month

2.12. FS: Future Soldier

2.13. FSF: Future Soldier Function

2.14. FSO: Facility Security Officer

2.15. FSTP: Future Soldier Training Program

2.16. GFP: Government Furnished Property

2.17. GOV: Government-owned Vehicle

2.18. HRAP: Hometown Recruiter Assistance Program

2.19. IAW: In Accordance With

2.20. IPB: Intelligence Preparation of the Battlefield

2.21. KO: Contracting Officer

2.22. LPSC: Limited Production Station Commander

2.23. MAP: Mission Accomplishment Plan

2.24. NAC: National Agency Check

2.25. OPSC: On-Production Station Commander

2.26. PAE: Positioning, Analysis, and Evaluation

2.27. POC: Point of Contact

2.28. PPI: Personal Presentation Item

2.29. PSI: Personnel Security Investigation

2.30. PWS: Performance Work Statement

2.31. QC: Quality Control

2.32. RCM: Recruiting Contract Month

2.33. RMA: Recruiting Market Analysis

2.34. ROP: Recruiting Operating Plan

2.35. ROTC: Reserve Officers' Training Corps

2.36. RPI: Recruiting Publicity Items

2.37. RSS: Recruiting Service Support

2.38. SRP: School Recruiting Program

2.39. SM. Station Manager

2.40. TAIR: Total Army Involvement in Recruiting

2.41. USAAC: US Army Accessions Command

2.42. USAREC: US Army Recruiting Command

2.43. Definitions.

Action		Definition
Ship (Volume)		When an applicant ships to a training center or another installation.
Ship (Quality)		When an applicant in TSC I-III ships to their training center or other installation.
Retention		Each successful on-production recruiter that reaches a 6-month on-production anniversary date and each subsequent 6-month anniversary date during the performance period of this contract.
Position Fill		A position is considered filled when a recruiter completes the required training and reports to a recruiting station. A position in the company headquarters is considered filled when the employee completes training and reports to a company headquarters.

3. Government-Furnished Property/Equipment and Furnished Information. The government will provide space in various recruiting stations, equipment, and materials identified below to be used in performance of this contract. The contractor shall not use government property for any purpose other than in the performance of this contract. Contractor personnel will receive government furnished equipment during in-processing at their respective battalions or company.

3.1. Inventory. Prior to commencement of services, annually, and upon change of the property custodian/hand receipt holder and prior to the termination of the contract, the contractor in conjunction with the government shall conduct a joint inventory of all GFP and shall receipt for all property provided by the government. The contractor and the government will jointly determine the working order and condition of all property, identify excess or obsolete items, record items of property missing or not in working order and certify their agreement of working order and defectiveness in accordance with AR 735-5. The contractor shall reimburse the government for loss or

damage to GFP other than normal wear and tear. The contractor shall return all GFP to the government upon expiration of the contract in the same condition as received except for fair wear and tear. The government reserves the right to modify, update, substitute, move or replace any GFP during the contract term. The contractor shall provide copies of all executed hand receipts to the government POC.

3.2. Equipment Turn-Ins. The government will dispose of excess or unserviceable property that the contractor has identified to the contracting officer. The contractor shall identify equipment by nomenclature, serial number, stock number, and line item number as reflected on the hand receipt.

3.3. Facility. The government will provide space in recruiting company headquarters and recruiting stations for the contractor's use. The government will provide gas, electricity, water, heating and cooling, and sewer services presently installed in these centers. The government will provide refuse collection, custodial services, insect and rodent control, and fire protection/security.

3.4. Office Equipment and Furnishings. The government will provide office equipment and furniture currently in place (such as cabinets, tables, desk, chairs, typewriter, computers, software, bookcases and calculators).

3.5. Supplies, Regulations, and Forms. The government will provide Recruiter Publicity Items, Recruiter Personal Presentation Items, regulation, directives, government forms and office supplies necessary for the enlistment of applicants.

3.6. Official Mail Service. The government will provide mail and distribution services for official mail or mail used in the performance of this contract. The government will provide stamp or metering of this mail. Correspondence mailed to the corporate headquarters or any internal use will be at the expense of the contractor.

3.7. Automation and Communication Equipment. The government will provide Class "A" and local telephone service presently installed in the facility on a basis equal to military recruiters. The government will monitor telephone service.

3.8. The government will provide Army Recruiting Information Support System (ARISS) equipped lap top computers to the contractor on a basis equal to military recruiters.

3.9. The government will provide a cellular phone and service for official use only. The contractor shall limit the use and not exceed 1000 minutes per month, per recruiter, of combined in-bound and out-bound cellular phone service. The contractor shall reimburse the government for excess or unauthorized use of cellular phones, which may include a deduction on a monthly invoice. The contractor shall provide a monthly report to the COR no later than five calendar days after the EOM in electronic Excel format with each individual cell phone assigned to each company with the total amount of minutes used for the calendar month. The contractor shall reimburse the government \$0.08 per minute over the allotted 1000 minutes authorized.

3.10. Vehicles. The government will provide General Services Administration (GSA) vehicles for the contractor to use in the identified areas for the conduct of official business. Contractor personnel shall possess valid Vehicle Operator's License and complete drivers safety courses IAW USAREC standards prior to operating any government vehicle. Government-furnished vehicles will not be taken to the contract employee's domicile or used after official hours for personal use. These vehicles periodically will be rotated or turned-in by the government. Contractor personnel are independent contractors and will carry proof of private insurance certificate with them whenever operating government vehicles. The contractor shall furnish and update proof of its insurance coverage to the Contracting Officer and Government POC. The contractor shall provide and maintain insurance in accordance with FAR 52.228-8, Liability and Insurance-Leased Motor Vehicles.

3.11. Leads. USAREC will provide contract recruiters with the same lead sources provided other recruiting personnel, to include all Armed Services Vocational Aptitude Battery (ASVAB) school lists, ARISS downloaded referrals, vacancy position lists, prior service leads, and consolidated lead list. This includes lead sources developed

as a result of Army Advertising initiatives and promotional units such as the Golden Knights and Army Marksmanship Unit.

#### 4. 1. Contractor Furnished Property/Equipment.

4.1. The contractor shall furnish all qualified personnel, equipment, and additional office supplies not furnished for the enlistment of applicants, ancillary training, business cards, and support equipment required to perform services under this contract except those identified as Government-Furnished Property in paragraph three of this PWS.

4.2. The contractor shall maintain records concerning all government-furnished equipment and comply with established DOD, Army and USAREC regulation, guidelines and procedures.

5. Specific Tasks. The contractor shall perform recruiting company operations, recruiting station operations, and provide qualified contract recruiters at the locations identified in paragraph one of this PWS. Operations shall be performed in accordance with the PWS,UR Manual 3.0 – 3.02, any reference instructions, policy directives, and any portion of the contractor's proposed processes that are incorporated into this contract.

5.1. Company Operations. The contractor shall provide qualified recruiting services personnel to perform, at a minimum, the following:

5.1.1. Staff and operate the recruiting company headquarters and the recruiting stations. Identify a qualified recruiting station manager at each recruiting station. In stations with less than five recruiters, one recruiter shall also be responsible for station management.

5.1.2. Receive assigned mission from Battalion and execute.

5.1.3. Use government information technology infrastructure to develop the Recruiting Company's Recruiting Operations Plan (ROP). The contractor's plan shall evaluate the market, identify high payoff zones, detail the current events in the company area, consider processing time, and focus on the current Recruiting Contract Month (RCM), while developing operational strategies for the quarter.

5.1.4. Determine and communicate the lead sources each recruiting station must focus on for prospecting.

5.1.5. Assist in the arrangement of Recruiting Service Support (RSS) activities such as Total Army Involvement in Recruiting (TAIR), adventure van, rock climbing wall, or guest speakers.

5.1.6. Manage the Future Soldier Training Program (FSTP). Monitor, and advise recruiting station managers on FSTP event planning, scheduling, training, and communicate with family members of the Future Soldiers.

5.1.7. Ensure recruiting station managers conduct annual inspections of their recruiting facilities and report any problems to the Battalion. Determine the logistical needs of the recruiting stations. Provide office supplies and any other materials required during performance of this contract not identified as government-furnished.

5.1.8. Conduct After-Action-Reviews (AARs) with recruiting stations managers.

5.1.9. Develop external networks to expand the market and promote Army awareness in the community. Participate in and plan events to network with community leaders, religious organizations, and educators. Develop networks of business affiliations.

5.1.10. Develop marketing plans that will improve community relations and explore new opportunities for expanding and shaping the market by contacting, at a minimum, community and religious leaders.

5.1.11. Facilitate the development of recruiting station manager and recruiter external networks by expanding school accessibility through college, university, and high school faculty and staff.

5.1.12. Manage and maintain the School Recruiting Program (SRP), set goals, and milestones for a particular market.

5.1.1.13. Interface with high school and postsecondary school officials, and if necessary, explain the Hutchinson Amendment, No Child Left Behind Act, and/or Solomon Amendment. Obtain school directories. Visit each postsecondary school in the area a minimum of once per school year.

5.1.14. Mentor station managers and demonstrate how they can expand their area of influence by having an active role in the community and network with community leaders to gain their support and help to promote Army opportunities.

5.1.15. Training. Identify training needs and provide refresher training to contract recruiters, as needed.

## 5.2. Recruiting Station Commander and Recruiter Specific Tasks.

5.2.1. Contractor personnel shall seek enlistments in support of the mission of the station to which assigned, and contribute an average at least one net quality contract per month. A net quality contract is defined as an enlistment contract with a high school graduate or senior that scored 50 or higher on the ASVAB. The government will provide the contractor areas of responsibility (zip codes) for each high school and college. Mission assignments will be made by USAREC. Measures of success are that all applicants are processed IAW with governing Army recruiting regulations.

5.2.2. Each recruiter shall average three net quality enlistment contracts per fiscal year quarter. Measures of success are sufficient enlistment contracts to meet that minimum standard and identification of recruiters that are not performing to standard. Recruiters that do not average one net quality contract per month will be considered unsuitable and thus, no longer eligible to perform services as a recruiter. The contractor shall provide an Excel format report three days after the end of each RCM to the COR by companies with all assigned recruiters and their achievements for that RCM.

5.2.3. Contractor personnel shall follow Headquarters Department of the Army (HQDA) standards that 90 percent of the Non Prior Service (NPS) applicants will be High School Diploma Graduated (HSDG), 67 percent must be Category A (quality contract), and no more than 2 percent Category IV/B. Measures of success are enlistment contracts that are completed with all standards followed and substitution rules (if any) adhered to.

5.2.4. Contractor personnel shall conduct marketing, community presentations, school presentations, and community event programs. Performance standards are to present a professional appearance and present complete knowledge of Army recruiting programs at all events, and to provide support to a proportionate or pro rata share of the events within a recruiting station's territory.

5.2.5. Comply with applicable regulations, guidance, Standard Operating Procedures, applicable to performing recruiting services at the station level. See list of applicable documents at paragraph six of this PWS.

5.2.6. Participate in the PAE process if required.

5.2.7. Visualize, plan, develop, and implement the Intelligence Preparation of the Marketplace (IPB) in accordance with UR Manual 3-01, Chapter 3.

5.2.8. Develop and implement the station Recruiting Operations Plan (ROP) in accordance with UR Manual 3-0. The contractor shall continuously refine the ROP to accommodate market changes, command directives, after-action review (AAR) results, etc.

5.2.9. Utilize ARISS Top of System and USAREC Station Commander Tool Kit and the RMA to develop the Mission Accomplishment Plan (MAP) that will be part of the ROP in accordance with UR Manual 3-1.

5.2.10. Identify tasks to be performed for contacting, processing, and enlisting young men and women who have the mental, physical, and moral requirements to become Soldiers. Document results such as: an hour of telephone prospecting should result in a specific number of attempts, contacts, and appointments. The contractor shall meet each USAREC contact milestone in accordance with UR 601-104 per month for both the High School and Colleges.

5.2.11. Maintain office supplies, inspect and report any problems or maintenance issues with the facilities, vehicles, cell phones, and laptops to the Battalion. Order Recruiting Publicity Items (RPIs) and Personal Presentation Items (PPIs) on a monthly basis from the Accession Distribution Center web-based ordering system.

5.2.12. Plan and execute events that increase Army awareness and maintain a close working relationship with members of the community, Future Soldiers, and potential enlistees. Obtain all necessary approvals for events a minimum of 30 calendar days prior to the scheduled date.

5.2.13. The contractor shall perform classroom presentations, table set-ups, Centers of Influence (COI) functions, and TAIR events in both High School and College markets quarterly.

5.2.14. Identify and cultivate external networks to develop COIs.

5.2.15. Plan and execute Future Soldier Training Programs.

5.2.16. Armed Services Vocational Aptitude Battery (ASVAB) testing. The contractor shall provide ASVAB test proctoring support, scheduling tests at schools, test promotion, student and school interpretation services based on requirements established by the schools, servicing MEPS, other services, and the United States Army Recruiting Command.

5.2.17. Recruiting Integrity. The government will conduct an independent investigation of all recruiter impropriety/misconduct cases in accordance with AR 15-6. The government will provide the contractor a copy of the final report, including all findings, for their use to determine the proper disposition of the case. The contractor shall provide a copy of the final report to the COR within three days of receipt.

5.2.18. Hutchinson ACT. Access to Secondary Schools for Military Recruiting Purposes of the National Defense Authorization Act for Fiscal Year 2001. The contractor shall visit secondary schools, collect and coordinate data, provide support to all levels of the Department of Defense and the military services to meet the requirements of the Hutchinson ACT.

5.2.19. Solomon Amendment. The contractor shall visit post-secondary schools, obtain student recruiting information (lists) and apply regulatory and command guidance for recruiting in the post-secondary market.

5.2.20. Contractor personnel shall comply with UR 601-104, UP350-13 and any BDE or BN SOP that has been implemented for high school and college recruiting and penetration of these markets. The contractor shall provide a report to the COR in electronic Excel format three calendar days after the end of each RCM by station, including the total number of seniors and juniors for all high schools assigned and the total number contacted. The contractor shall provide a report to the COR in electronic Excel format three calendar days after the end of each RCM by station, the total number of college freshman and seniors assigned and the total number contacted.

5.2.21. Contractor personnel shall utilize government-furnished equipment to perform the tasks of enlistment contract formation and Army recruiting promotional support within the recruiting station's territory. The performance standard is to use all property including cellular phones, vehicles and computers for authorized purposes only in compliance with established DOD, Army and USAREC regulation, guidelines and procedures.

5.23. Future Soldier Management.

5.2.22.1. Following contract award and prior to the contractor's assumption of the Future Soldier Program, the government and contractor will jointly review Future Soldiers members. Future Soldiers members rated as "Red" will be eliminated from the program, other categories (Amber and Green) will remain in the program and management of those personnel will become the responsibility of the contractor upon assumption of the company mission.

5.2.22.2. Each contract station must have one Future Soldier Function (FSF) per month. Each contract company shall have one FSF per quarter.

### 5.3. Reporting

5.3.1. Marketing After-Action Report. The contractor shall prepare an after-action report detailing marketing events to include, but not limited to the following information: where the event was held; type of event (COI/Future Soldier); who participated in the event; and number of leads generated, if any. Reports shall be submitted to the COR within 5 calendar days of events. Measure of success is that a detailed report is submitted for each marketing event. The performance standard is that reports contain, at a minimum, the above information and are submitted on time electronically in MS Word, Excel or Power Point. The contractor at a minimum must schedule and conduct one COI function per quarter per station. The contractor shall at a minimum conduct one Future Soldier Function per month per station

5.3.2. Monthly Status Report. The report shall include the name and location of each employee and the write rate (which is the contract mission divided by the number of contracts written by a recruiter) by position and by the performance categories identified in paragraph 5.2.3. The above information shall be reported electronically within three calendar days of the end of each RCM in Power Point or Excel format to the COR.

5.3.3. Position Fill Status Report. The contractor shall provide the COR an excel report weekly each Monday NLT 1200 hours by station and company of authorizations and assigned personnel. Include dates personnel resigned or were terminated and why, date new personnel were hired and projected date of position fill. The report received during the last week of the RCM will be used to determine the fill rate for the RCM. See paragraph 2.43 for definition of position fill.

5.3.4. Monthly Reconciliation Report. The contractor shall provide a monthly summary of all production data to the COR within three calendar days after the end of the recruiting contract month. This shall be submitted electronically in excel format and accompanied by a DD Form 250 reflecting the production to be paid by CLIN.

5.3.5. The contractor shall attach supporting documentation signed by the station manager verifying the individual's performance. The report shall be provided to the COR no later than the Friday following the end of the RCM.

5.3.6. The contractor shall provide a report to the COR in electronic Excel format three calendar days after the end of each RCM by station, the total number of seniors and juniors for all high schools assigned and the total number contacted.

5.3.7. The contractor shall provide a report to the COR in electronic Excel format three calendar days after the end of each RCM by station, the total number of college freshman and seniors assigned and the total number contacted.

5.3.8. Vehicle Usage Report. The contractor shall provide a complete report to the COR no later than three calendar days after the end of the RCM by company and station by GOV tag number the starting miles, miles driven, ending miles, fuel by gallons and number of accidents. If an accident has occurred the COR shall be notified by phone or email that same day. A complete report to include all forms and a police report shall be due to the COR NLT than seven days after the accident. Electronic Excel format is acceptable.

5.3.9. Future Soldier Reporting. The contractor shall provide an excel report at the completion of each RCM to the COR with all Regular Army and Army Reserve Future Soldier Losses per station and company.

## 5.4. DELIVERABLES

Paragraph/Title	Frequency	Format	Submit to
1.5 Employee List	Within 10 days of the contract award and as hired	Electronically in Excel	COR
1.14.1. Training Certification	Upon completion of each class	Electronically in Excel	COR
1.15.3 Personal Appearance Policy	Within 5 calendar days of contract award	Electronically in MS Word	COR
1.18.2 Quality Control Plan	Upon contract award and 7 days prior to any changes.	Electronically in MS Word	Contracting Officer & COR
3.1 Inventory	Upon contract award and thereafter as required	Electronic copies	COR
3.9 Cell Phone Report	NLT 5 calendar days after the end of each calendar month	Electronically in Excel	COR
3.10 Proof of Insurance	Prior to the use of government owned vehicles	Written Letter	Contracting Officer & CPR
5.3.1 Marketing After Action Report	NLT 5 calendar days after each event/function	Electronically in MS Word or PowerPoint	COR
5.3.2 Monthly Status Report	Monthly NLT 3 calendar days after the end of the RCM	Electronically in Excel or PowerPoint	COR
5.3.3 Position Fill Rate Report	Weekly NLT 1200 hrs each Monday	Electronically in Excel	COR
5.3.4 Monthly Reconciliation Report	Monthly NLT 3 calendar days after the end of the RCM	Electronically in Excel	COR
5.3.6 High School Seniors & Juniors Assigned	Monthly NLT 3 calendar days after the end of the RCM	Electronically in Excel	COR
5.3.7 College Freshman & Seniors Assigned	Monthly NLT 3 calendar days after the end of the RCM	Electronically in Excel	COR
5.3.8 Vehicle Usage Report	Monthly NLT 3 calendar days after the end of the RCM	Electronically in Excel	COR
5.3.9 Future Soldier Reporting	Monthly NLT 3 calendar days after the end of the RCM	Electronically in Excel	COR



## 6. References

AR 135-7	Incentive Programs
AR 135-91	Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures
AR 135-178	Enlisted Separations
AR 135-210	Order to Active Duty as Individuals During Peacetime
AR 140-1	Mission, Organization, and Training
AR 140-10	Assignments, Attachments, Details and Transfers
AR 140-50	Officer Candidate Schools
AR 145-1	Senior Reserve Officers Training Corps Program: Organization, Administration and Training
AR 40-501	Standards of Medical Fitness
AR 600-9	The Army Weight Control Program
AR 601-210	Regular Army and Army Reserve Enlistment Program
AR 710-2	Inventory Management Supply Procedures Below the Wholesale level
AR 735-5	Policies and Procedures for Property Accountability
FM 21-20	Physical Fitness Training

ELECTRONIC PUBLICATIONS (USAREC)

The following pages list the current available USAREC electronic publications.

The listing is presented in the following format:

## US ARMY RECRUITING COMMAND PUBLICATIONS:

<u>PUBLICATION #</u>	<u>FILE #</u>	<u>PUBLICATION TITLE</u>	<u>EDITION</u>
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PUBLICATION # is the official number designation of the publication. FILE # is the electronic file number. PUBLICATION TITLE is the name of the publication. EDITION is the date of the publication.

If you need assistance with a publication contact Eileen Devine either through e-mail or telephone (800) 223-3735 ext 60034.

## US ARMY RECRUITING COMMAND REGULATIONS:

<u>PUBLICATION #</u>	<u>FILE #</u>	<u>PUBLICATION TITLE</u>	<u>EDITION</u>
USAREC Reg 1-13	R1_13.PDF	Presidential, Congressional, and Other Special Interest Correspondence	3 Mar 1989
USAREC Reg 1-18	R1_18.PDF	Management of Centers of Influence Events	14 Aug 1996
USAREC Reg 1-20	R1_20.PDF	Change of Command Ceremonies	4 Jan2007
USAREC Reg 1-21	R1_21.PDF	Inspections	8 Dec 2003
USAREC Reg 5-2	R5_2.PDF	Intra/Interservice Support Agreement Program	16 Jan 1986
USAREC Reg 5-3	R5_3.PDF	Advertising Program	25 Sep 1995
USAREC Reg 10-1	R10_1.PDF	Planning and Execution Headquarters, United States Army Recruiting Command	14 Dec 2000
USAREC Reg 11-1	R11_1.PDF	Assignment of Program and	14 Sep1999

USAREC Reg 25-2	R25_2.PDF	Budget Responsibilities	
		Information Resources	14 Dec 2000
		Management Program	
USAREC Reg 25-10	R25_10.PDF	Telecommunications Mngt	25 May 95
USAREC Reg 25-11	R25_11.PDF	CC:Mail Management Program	26 Jan 1995
USAREC Reg 25-50	R25_50.PDF	Office Symbols	11 Feb 2000
USAREC Reg 27-2	R27_2.PDF	Legal Services Support for the	5 Jun 1996
		United States Army Recruiting	
		Command	
USAREC Reg 37-12	R37_12.PDF	Control of Financial Resources	24 Sep 1997
USAREC Reg 37-14	R37_14.PDF	Travel and Conferences	9 Sep 1997
USAREC Reg 37-16	R37_16.PDF	Recruiter Expense Allowance	22 Mar 2000
USAREC Reg 40-8	R40_8.PDF	Beneficiary Counseling and	12 Mar 2003
		Assistance Coordinators	

## US ARMY RECRUITING COMMAND REGULATIONS:

<u>PUBLICATION #</u>	<u>FILE #</u>	<u>PUBLICATION TITLE</u>	<u>EDITION</u>
USAREC Reg 55-2	R55_2.PDF	Applicant Meals, Lodging,	21 Dec 1993
		Travel and Accountability of Negotiable	
		Media and Meal Tickets	
USAREC Reg 55-3	R55_3.PDF	Policy for Use of Small Package,	6 Oct 1996
		Service	
USAREC Reg 56-1	R56_1.PDF	Management of Government-	20 Dec 1999
		Owned Vehicles	
USAREC/FORSCOM			
Reg 140-1	R140_1.PDF	Recruiting Partnership Council	17 Jun 1987
USAREC Reg 140-3	R140_3.PDF	Request for Reserve Unit	26 Sep 2006
		Assignment of Individual Ready	
		Reserve Members	
USAREC Reg 145-1	R145_1.PDF	Army Reserve Officers' Corps	28 Apr 2004
		Referral Program	
USAREC Reg 190-3	R190_3.PDF	Procedures in Drunk Driving	8 Sep 2006
		Cases	
USAREC Reg 190-4	R190_4.PDF	Incident Reporting	8 Sep 2005
USAREC Reg 210-4	R210_4.PDF	Leased Government Housing	19 Apr 2006
USAREC Reg 210-5	R210_5.PDF	Administrative and Funding	19 May 1993
		Procedures for Local Moves	
USAREC Reg 230-4	R230_4.PDF	Unit Morale Support Funds	25 Feb 2003
		Accounting Policies and	
		Procedures	
USAREC Reg 350-1	R350_1.PDF	Training and Leader Dev.	29 Sep 2006
USAREC Reg 350-12	R350_12.PDF	Chaplain Recruiter Production	4 Mar 1998
		Management System	
USAREC Reg 360-2	R360_2.PDF	Distribution and Replenishment	14 Jun 1995
		of National Recruiting Publicity	
		Items	
USAREC Reg 360-12	R360_12.PDF	Unit Membership in Non Fed.	13 May 2004
		Entities	
USAREC Reg 360-14	R360_14.PDF	National Convention Program	27 Jan 1984
USAREC Reg 380-4	R380_4.PDF	Security Program	25 Aug 2004
USAREC Reg 385-2	R385_2.PDF	Safety Program	24 Feb 2003
USAREC Reg 405-1	R405_1.PDF	Facility Management	16 Feb 2001

USAREC Reg 570-1	R570_1.PDF	Changes to Tables of Distr. and Allowances	8 Sep 2006
USAREC Reg 600-8	R600_8.PDF	United States Army Recruiting Command Liaison Non-commissioned Officer at United States Army Reception Battalion	13 Aug 1997
USAREC Reg 600-16	R600_16.PDF	Equal Opport. Action Plan	25 Jul 2005
USAREC Reg 600-22	R600_22.PDF	Assignment of Enlistment Processing Responsibility	7 Apr 2003

## US ARMY RECRUITING COMMAND REGULATIONS:

<u>PUBLICATION #</u>	<u>FILE #</u>	<u>PUBLICATION TITLE</u>	<u>EDITION</u>
USAREC Reg 600-25	R600_25.PDF	Prohibited and Regulated Activities	1 Jul 1991
USAREC Reg 600-31	R600_31.PDF	United States Army Recruiting Command Award for Junior Reserve Officers' Training Corps	31 May 2001
USAREC Reg 600-32	R600_32.PDF	United States Army Nurse Corp Spirit of Nursing Award Program	17 Jul 2001
USAREC Reg 600-34	R600_34.PDF	United States Army Reserve National Scholar Athlete Award Program	31 May 2001
USAREC Reg 600-35	R600_35.PDF	Enlistment Standards Program	11 Mar 2004
USAREC Reg 601-37	R601_37.PDF	Army Medical Department Recruiting Program	4 Dec 2000
USAREC Reg 601-45	R601_45.PDF	Recruiting Improprieties Policies and Procedures	5 Oct 2001
USAREC Reg 601-56	R601_56.PDF	Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures	5 May 2006
USAREC Reg 601-59	R601_59.PDF	Department of Defense Student Unit Referral System	17 Apr 1996
USAREC/FORSCOM Reg 601-67	R601_67.PDF	Missioning Procedures	2 Dec 1991
USAREC Reg 601-73	R601_73.PDF	Educator/Centers of Influence Tour Program	7 Jun 1999
USAREC Reg 601-81	R601_81.PDF	Total Army Involvement in Recruiting	18 Sep 2001
USAREC Reg 601-85	R601_85.PDF	Recruiting Market Analysis	18 Jun 1992
USAREC Reg 601-87	R601_87.PDF	Completion of the Request for Examination Form	8 Sep 1997
USAREC Reg 601-89	R601_89.PDF	Officer Candidate School and Warrant Officer Flight Training Programs	16 Feb 2005
USAREC Reg 601-91	R601_91.PDF	United States Army Recruiting Support Battalion Lead-Producing Touring Exhibits and Field Support	13 Jan 2005
USAREC Reg 601-93	R601_93.PDF	Police Record Checks	5 Jun 1996
USAREC Reg 601-94	R601_94.PDF	Delayed Entry and Delayed Training Program	17 Jul 2002
USAREC Reg 601-95	R601_95.PDF	Guidance Counselor Proced.	31 Aug 2006
USAREC Reg 601-96	R601_96.PDF		
USAREC/FORSCOM/ TRADOC Reg 601-98	R601_98.PDF	USAR Prior Service Training Program	28 Aug 1991

USAREC Reg 601-101 R601\_101.PDF Education Enlistment Credential 5 Oct 1998

US ARMY RECRUITING COMMAND REGULATIONS:

PUBLICATION #	FILE #	PUBLICATION TITLE	EDITION
USAREC Reg 601-102	R601_102.PDF	Special Forces Inservice Recruiting	13 Feb 1992
USAREC Reg 601-104	R601_104.PDF	Postsecondary Schools Rec. Program	17 Feb 2005
USAREC Reg 601-105	R601_105.PDF	Health Professions Scholarship Program Instruction Handbook on Applicant and Selectee Processing	13 Feb 2006
USAREC Reg 601-106	R601_106.PDF	Active Duty for Special Work Program	1 Jun 2004
USAREC Reg 601-107	R601_107.PDF	Operational Management Syst. w/change 1	27 Nov 2006
USAREC Reg 608-1	R608_1.PDF	National Voter Registration Act	16 Jun 2000
USAREC Reg 611-4	R611_4.PDF	Screening Tests	9 Dec 1993
USAREC Reg 616-6	R616_6.PDF	Recruiter Strength Acct.	6 Aug 1993
USAREC Reg 621-1	R621_1.PDF	Montgomery GI Bill, Army College Fund, and Loan Repayment Program	30 Oct 1998
USAREC Reg 621-2	R621_2.PDF	Concurrent Admissions Pro.	29 Apr 2002
USAREC Reg 672-10	R672_10.PDF	Recruiting Incentive Awards	1 Feb 2002
USAREC Reg 672-13	R672_13.PDF	Annual Awards Program	11 Feb 2002
		States Army Recruiting Command Level	
USAREC Reg 672-14	R672_14.PDF	United States Army Recruiting Command Volunteer Service Award	9 Feb 2000
		w/change 1	
USAREC Reg 690-6	R690_6.PDF	Civilian Personnel Administ.	2 Jun 1999
USAREC Reg 690-8	R690_8.PDF	Equal Employment Opportunity and Affirmative Action	19 Jul 2005
USAREC Reg 715-1	R715_1.PDF	Procurement Management and Control	30 Apr 1991
USAREC Reg 735-3	R735_3.PDF	Policies and Procedures for Property Accountability	7 Sep 2006

US ARMY RECRUITING COMMAND PAMPHLETS:

PUBLICATION #	FILE #	PUBLICATION TITLE	EDITION
USAREC Pam 25-30	P25_30.PDF	Index, Distribution, and Resupply of USAREC Publications and Blank Forms	2 Jan 2007
USAREC Pam 25-31	P25_31.PDF	Dictionary of Terms and Authorized Acronyms	6 May 1996
USAREC Pam 27-65	P27_65.PDF	Procedural Guide for the United States Army Recruiting Command Investigating Officer	1 Apr 1994

US ARMY RECRUITING COMMAND PAMPHLETS:

PUBLICATION #	FILE #	PUBLICATION TITLE	EDITION
USAREC Pam 40-3	P40_3.PDF	A Recruiter's Guide to the Med. Process	28 Jul 1997
USAREC Pam 145-1 w/change 1	P145_1.PDF	Reserve Officers' Training Corp Programs and Scholarships	7 Apr 2004
USAREC Pam 350-2	P350_2.PDF	New Recruiter Certification Program	16 May 2006
USAREC Pam 350-2-1	P350_2_1.PDF	Station Comdr Certification Program	16 May 2006
USAREC Pam 350-2-2	P350_2_2.PDF	First Sergeant Certification Program	16 May 2006
USAREC Pam 350-12	P350_12.PDF	Recruiter Conversion Program	30 Apr 1996
USAREC Pam 350-13	P350_13.PDF	School Recruiting Program Handbook	1 Sep 2004
USAREC Pam 350-14	P350_14.PDF	New Health Care Recruiter Certification Program	27 Jun 2006
USAREC Pam 350-14-1	P350_14_1.PDF	Health Care Station Commander Certification Program	27 Jun 2006
USAREC Pam 350-14-2	P350_14_2.PDF	Health Care Recruiting Team Noncommissioned Officer in Charge Certification Program	27 Jun 2006
USAREC Pam 380-4	P380_4.PDF	Security Manager's Handbook	Jun 2003
USAREC Pam 380-5	P380_5.PDF	Information Systems Security Handbook	12 Oct 1995
USAREC Pam 385-2	P385_2.PDF	Motorcycle Safety w/change 1	10 Dec 2002
USAREC Pam 600-12	P600_12.PDF	Hometown Assistance Program Procedural Guide	27 Mar 1995
USAREC Pam 600-14	P600_14.PDF	Handbook for the Admin. of Army Reserve Active Guard Reserve Personnel in the Recruiting Command	18 Aug 1993
USAREC Pam 600-15	P600_15.PDF	Dining-In and Dining-Out Handbook	4 May 1994
USAREC Pam 601-25	P601_25.PDF	In-Service Special Forces Recruiting Program (Officer and Enlisted)	25 Apr 2001
USAREC Pam 601-30	P601_30.PDF	Recruiting Battalion Education Services Specialist Handbook	9 Sep 1997
USAREC Pam 601-32	P601_32.PDF	Recruiter and Station Comdr. Army Recruiting Information Support System User's Manual	1 May 2002
USAREC Pam 601-33	P601_33.PDF	Instr, Guide for Battalion Leadership Teams and Guidance Counselors on the Partnership for Youth Success Program	31 Oct 2005

## US ARMY RECRUITING COMMAND PAMPHLETS:

PUBLICATION #	FILE #	PUBLICATION TITLE	EDITION
USAREC Pam 601-34	P601_34.PDF	Guidance Counselor Redesign User's Manual	6 Jul 2004
USAREC Pam 608-2	P608_2.PDF	Family Orientation Pamphlet	1 Dec 2003

USAREC Pam 608-5	P608_5.PDF	Guide for Soldier and Family Assistance Programs (w/chg 1)	15 Jul 2002
USAREC Pam 690-3	P690_3.PDF	Equal Employment Opportunity Complaint Handbook for Employees and Supervisors	26 Feb 2004

## US ARMY RECRUITING COMMAND CIRCULARS:

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## US ARMY RECRUITING COMMAND SUPPLEMENTS:

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USAREC Suppl 1 to AR 5-17	S5_17.PDF	The Army Ideas of Excellence Program	2 Jan 1992
USAREC Suppl 1 to AR 25-1	S25_1.PDF	The Army Information Res. Management Program	13 Feb 1991
USAREC Suppl 1 to AR 25-30	S25_30.PDF	The Army Integrated Publishing and Printing Program	4 Feb 1991
USAREC Suppl 1 to AR 25-51	S25_51.PDF	Official Mail and Distribution Management	17 Jun 1993
USAREC Suppl 1 to AR 25-55	S25_55.PDF	The Department of the Army Freedom of Information Act	12 Jun 1990
USAREC Suppl 1 to AR 340-21	S340_21.PDF	The Army Privacy Program	7 May 1991
USAREC Suppl 1 to AR 600-8-22	S600_822.PDF	Military Awards	17 Aug 1999
USAREC Suppl 1 to AR 600-9	S600_9.PDF	The Army Weight Control Program	4 Oct 2001
USAREC Suppl 1 to AR 600-20	S600_20.PDF	Army Command Policy	2 May 1995
USAREC Suppl 1 to AR 600-85	S600_85.PDF	Army Substance Abuse Program (ASAP)	25 Oct 2004

## US ARMY RECRUITING COMMAND MANUALS:

<u>PUBLICATION #</u>	<u>FILE #</u>	<u>PUBLICATION TITLE</u>	<u>EDITION</u>
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USAREC Man 3-0	MAN3_0.PDF	Recruiting Operations	16 Oct 2006
USAREC Man 3-01	MAN3_01.PDF	The Recruiter Handbook	30 Nov 2006
USAREC Man 3-02	MAN3_02.PDF	Recruiting Company and Stat. Operations	30 Nov 2006

## US ARMY RECRUITING COMMAND MANUALS:

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USAREC Man 3-03	MAN3_03.PDF	Rec. Brigade and Recruiting Battalion Operations	16 Oct 2006
USAREC Man 3-05	MAN3_05.PDF	Medical Recruiting Operations	28 Oct 2006

## US ARMY RECRUITING COMMAND MEMORANDUMS:

<u>PUBLICATION #</u>	<u>FILE #</u>	<u>PUBLICATION TITLE</u>	<u>EDITION</u>
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USAREC Memo 11-1	ME11_1.PDF	Review and Analysis Program	19 Jun 1997
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USAREC Memo 190-1	ME190_1.PDF	Key and Lock Control Proced.	9 Feb 2000
USAREC Memo 190-2	ME190_2.PDF	Access Procedures	20 Jun 1995
USAREC Memo 380-3	ME380_3.PDF	Information Security Proc.	19 Apr 2005
USAREC Memo 640-1	ME640_1.PDF	Personnel Identification Badges	2 Jul 2001

## Technical Exhibit 1

### Company Areas –Station Maps



Company: Wilmington, NC (3J6), Stations: Clinton RS (3J6D) 2 RA Recruiters. Havelock RS (3J6H) 3 RA Recruiters, 1 USAR Recruiter. Jacksonville RS (3J6J) 1 LPSC, 6 RA Recruiters, 1 USAR Recruiter. New Bern RS (3J6N) 3 RA Recruiters. Kinston RS (3J6P) 2 RA Recruiters, 1 USAR Recruiter. Whiteville RS (3J6V) 2 RA Recruiters. Wilmington RS (3J6W) 1 LPSC, 6 RA Recruiters, 1 USAR Recruiter.

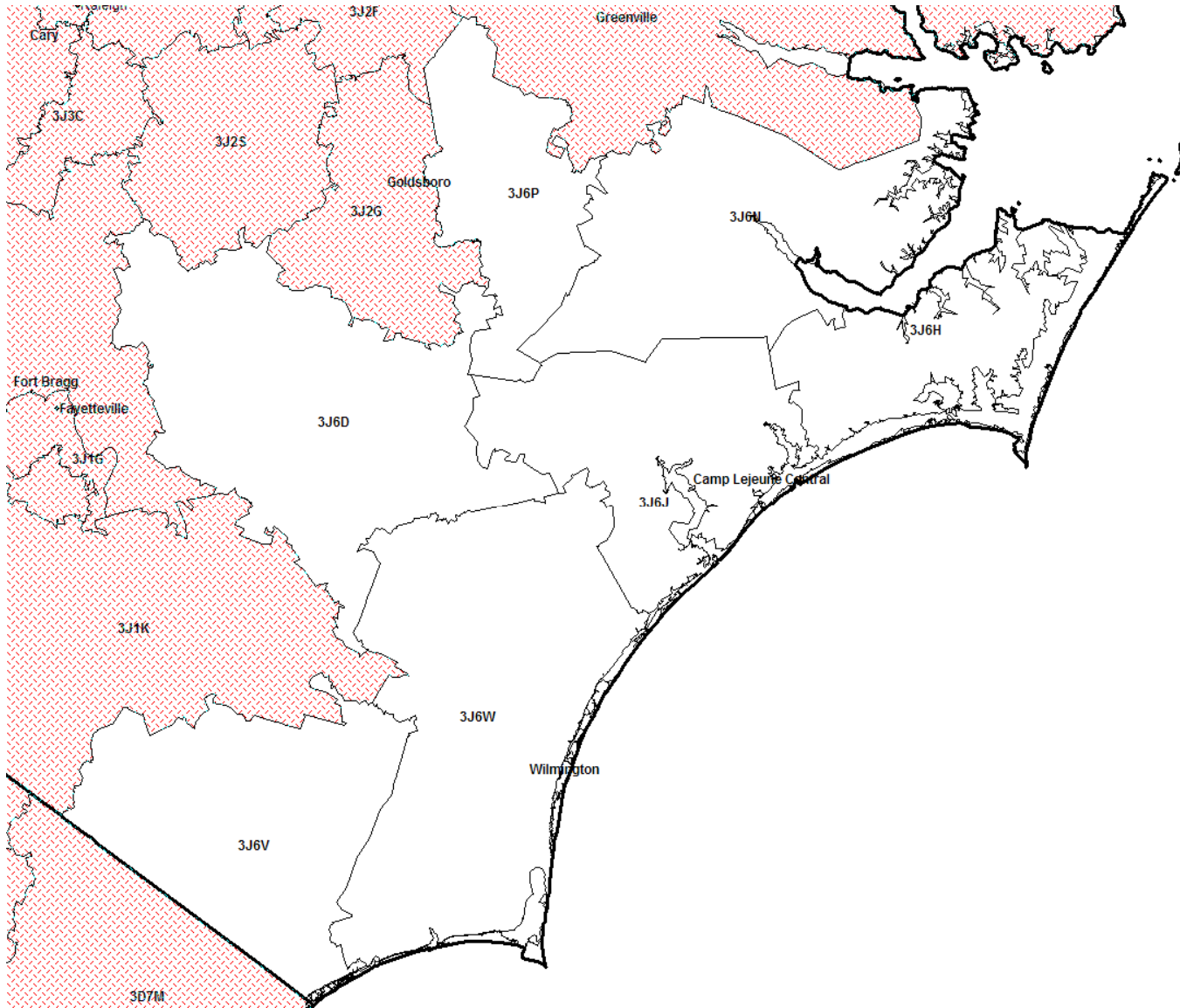
Company: Dayton, OH (5D6), Stations: Xenia RS (5D6A) 2 RA Recruiters. Springfield RS (5D6B) 1 LPSC, 5 RA Recruiter, 1 USAR Recruiter. Middletown RS (5D6C) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter. Dayton South RS (5D6F) 1 LPSC, 3 RA Recruiters, 1 USAR Recruiter. Dayton North RS (5D6N) 1 LPSC, 6 RA Recruiters, 1 USAR Recruiter. Dayton West RS (5D6S) 3 RA Recruiters. Dayton-Main RS (5D6W) 1 LPSC, 5 RA Recruiters, 2 USAR Recruiters.

Company: Oklahoma City East, OK (4J3), Stations: Midwest City RS (4J3J) 1 LPSC, 6 RA Recruiters, 1 USAR Recruiter. McAlester RS (4J3M) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter. Moore RS (4J3P) 1 LPSC, 6 RA Recruiters, 1 USAR Recruiter. Norman RS (4J3T) 1 LPSC, 7 RA Recruiters, 1 USAR Recruiter. Shawnee RS (4J3W) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter.

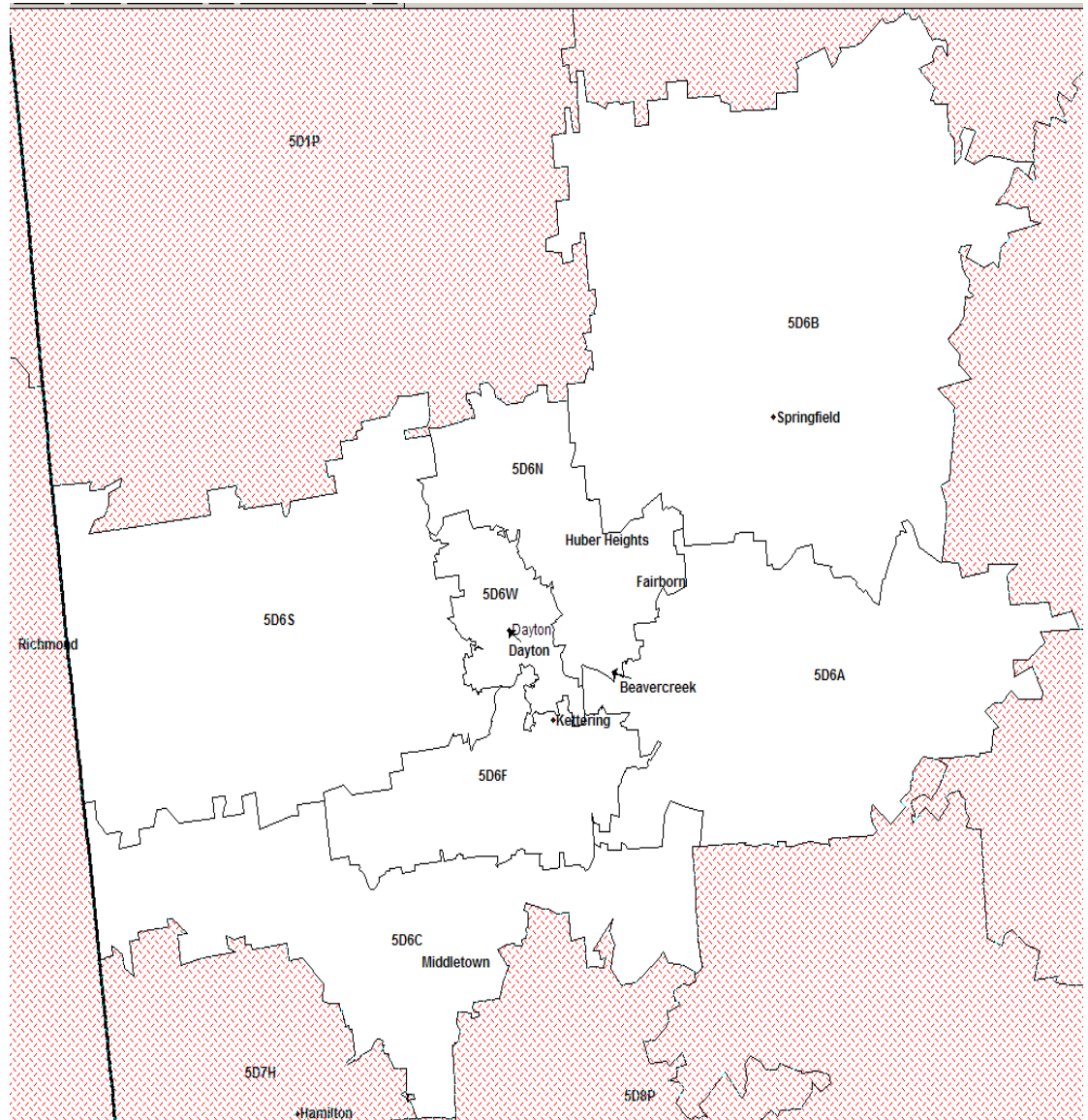
Company: Fairview Heights, IL (4N3), Stations: Collinsville RS (4N3A) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter. Belleville RS (4N3B) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter. Centralia RS (4N3D) 2 RA Recruiters. Alton RS (4N3J) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter. Cahokia RS (4N3L) 2 RA Recruiters. Granite City RS (4N3M) 2 RA Recruiters. Olney RS (4N3O) 3 RA Recruiters. Mt Vernon RS (4N3V) 3 RA Recruiters, 1 USAR Recruiter.

Company: Tacoma, WA (6L4), Stations: Spanaway RS (6L4B) 2 RA Recruiters, 1 USAR Recruiter. Federal Way RS (6L4M) 1 RA Recruiter, 1 USAR Recruiter. Kent RS (6L4N) 1 LPSC, 5 RA Recruiters, 1 USAR Recruiter. Puyallup RS (6L4P) 1 LPSC, 6 RA Recruiters, 1 USAR Recruiter. Tacoma Lakewood RS (6L4S) 1 LPSC, 4 RA Recruiters, 1 USAR Recruiter. Tacoma Mall RS (6L4V) 1 LPSC, 6 RA Recruiters, 2 USAR Recruiter.

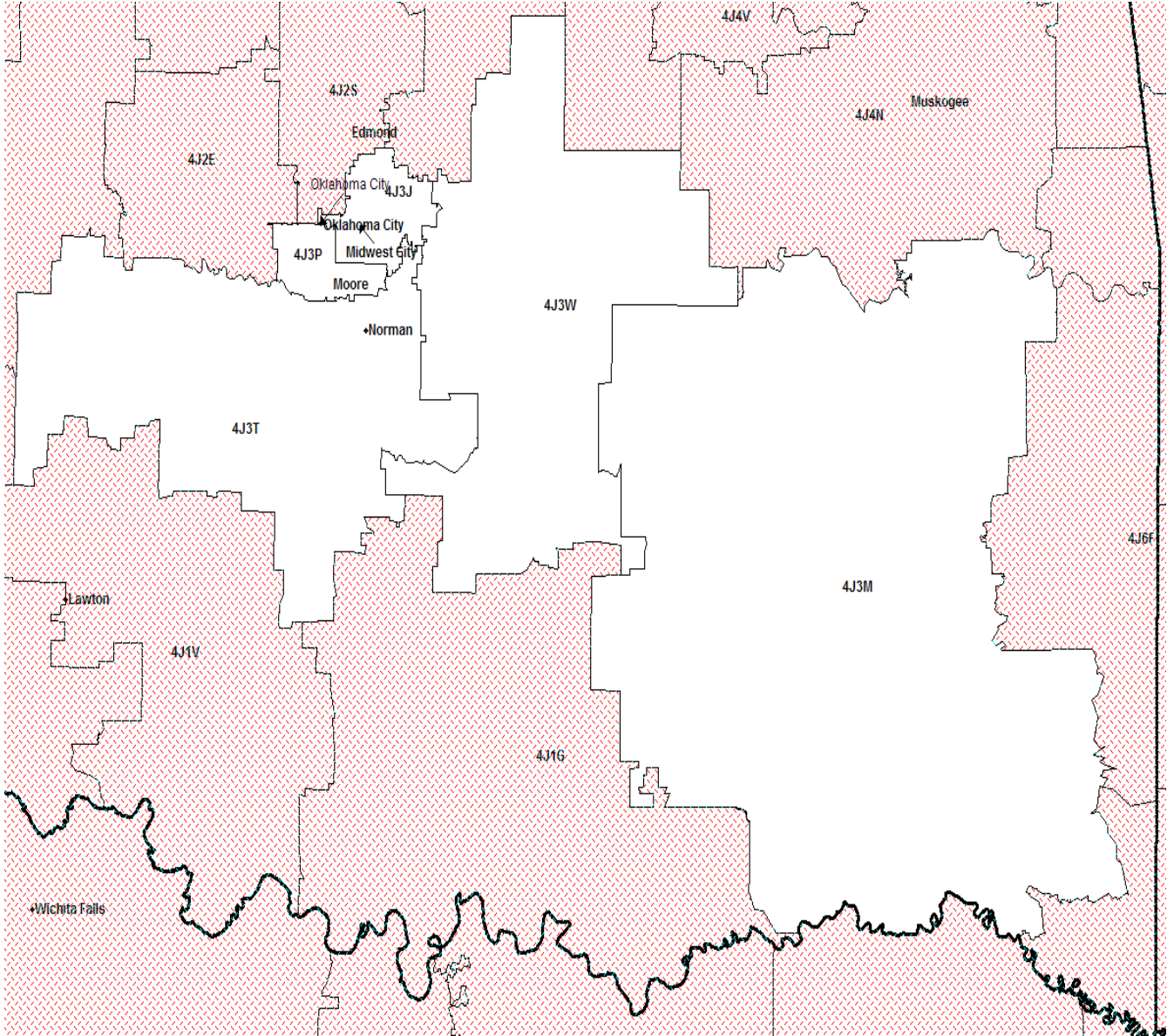
# Wilmington Company



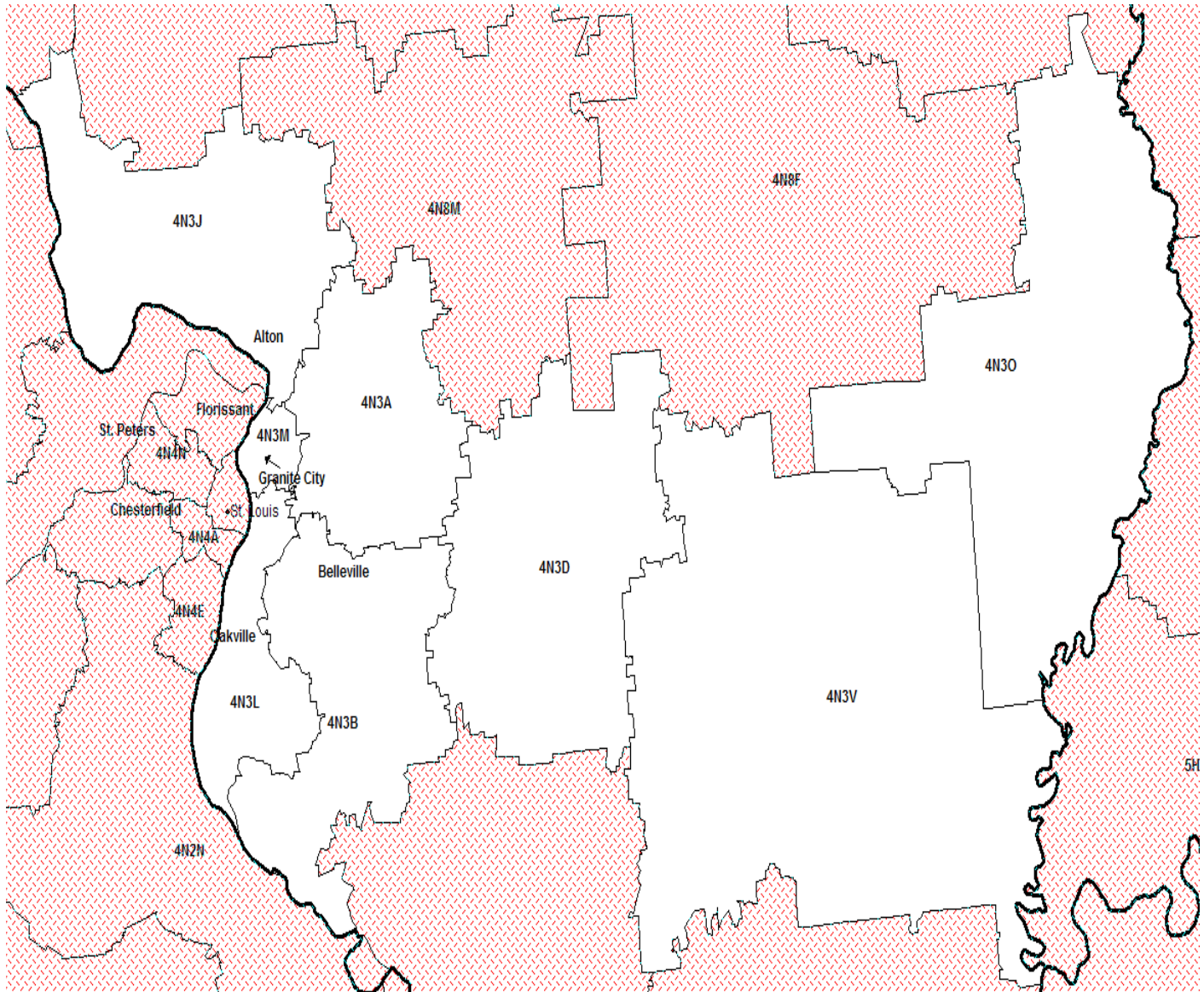
# Dayton Company



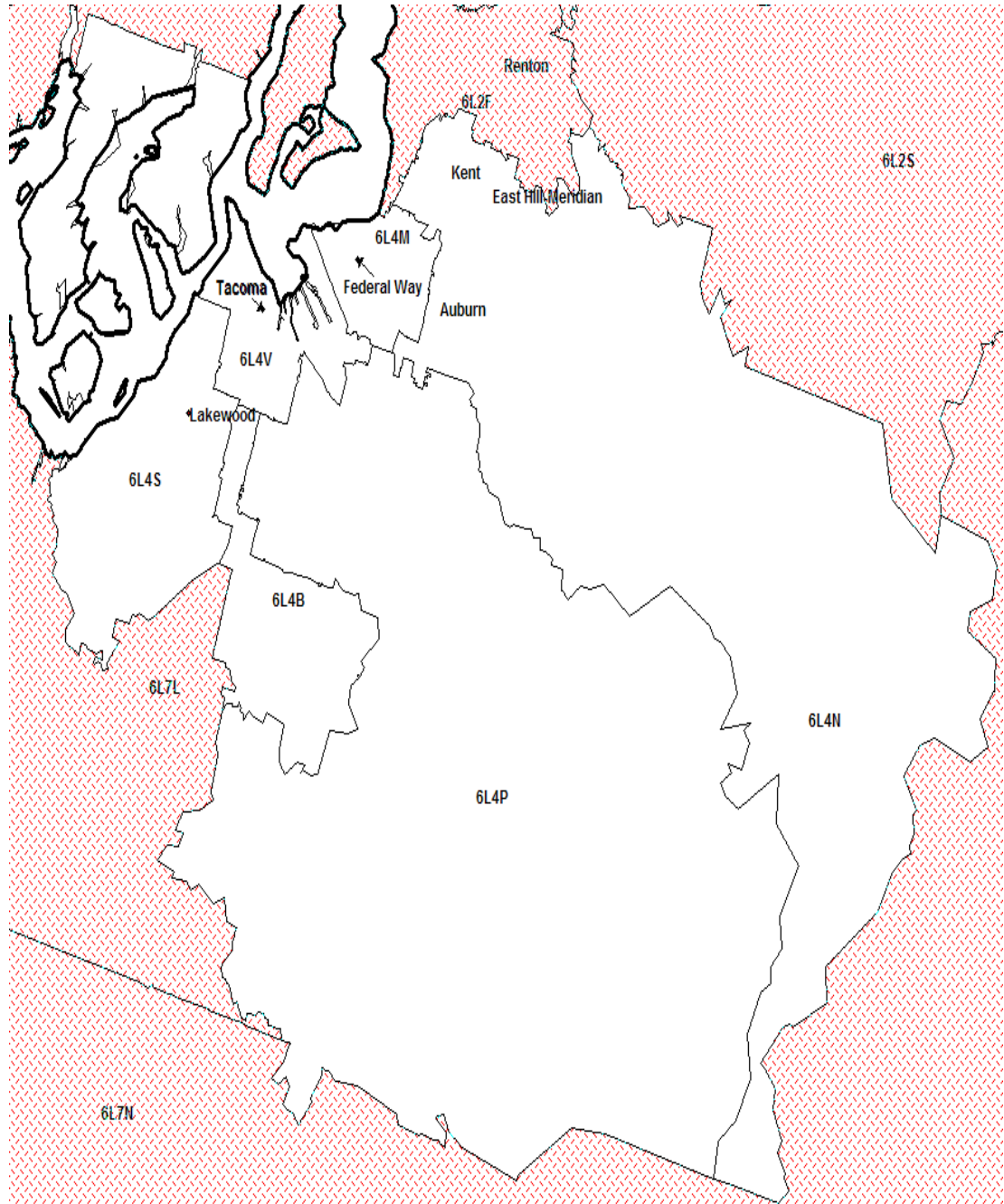
# Oklahoma City East Company



# Fairview Heights Company



# Tacoma Company



PAST PERFORMANCE QUESTIONNAIRE



Your organization has been identified for participation in the past performance evaluation on a current solicitation at Directorate of Contracting, Fort Knox, Kentucky. This survey will be used to evaluate past performance for the contractor and contracting action identified below.

Candid feedback is important to the evaluation effort and may affect award outcome. Please indicate "NA" in any area which is not applicable to work performed on your contract. In accordance with OFPP Policy Letter 92-5, the names of individuals supplying past performance information will remain confidential.

Please mail, fax, or email the completed survey to:

Directorate of Contracting  
SFCA-SR-KN  
Attn: W9124D-07-R-0042, Joanne Edwards  
Bldg. 1109B, Ste. 250  
199 6th Ave.  
Fort Knox, KY 40121-5720

Fax: DSN 464-5869 or 464-7165, Commercial 502-624-5869 or 502-624-7165

Email: [joanne.w.edwards@us.army.mil](mailto:joanne.w.edwards@us.army.mil)

Any questions or concerns pertaining to this survey or any of the requested information may be directed to Joanne Edwards at [joanne.w.edwards@us.army.mil](mailto:joanne.w.edwards@us.army.mil) or by phone at Commercial 502-624-8062, DSN 464-8062.

Thank you for your time and effort in completing this survey.

## BACKGROUND INFORMATION

### 1. Contractor information:

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Point of Contact \_\_\_\_\_

### 2. Individual completing this survey:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

1. Contract Action \_\_\_\_\_

2. Type of Contract \_\_\_\_\_

3. Award Amount \$ \_\_\_\_\_ Current Value \$ \_\_\_\_\_ Projected Final \$ \_\_\_\_\_

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4. Performance Period \_\_\_\_\_ Years Remaining \_\_\_\_\_
5. Briefly describe the deliverables or type of service performed \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SECTION A - Performance** Please provide rating and any explanatory or descriptive comments.

Scale: A - Acceptable, M - Marginal, U - Unacceptable

1. Quality of overall service provided \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
2. Quality of deliverables (reports, etc.) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
3. Responsiveness of the contractor to emergency situations \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
4. Contractor's responsiveness to customer inquiries \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
5. Ability of the contractor to meet milestones \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. Contractor's communication with the customer \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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**SECTION B - Managerial** Please provide rating and any explanatory or descriptive comments.

Scale: A - Acceptable, M - Marginal, U - Unacceptable

1. Quality of the management support assigned to the project \_\_\_\_\_

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2. Management of subcontractors \_\_\_\_\_

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3. How well did the contractor hire and retain trained, qualified employees? \_\_\_\_\_

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4. How well did the contractor keep abreast of changes in government regulations, military specifications, local regulations, etc.? \_\_\_\_\_

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5. How effective was the on-site management? \_\_\_\_\_

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6. How well did the contractor provide for seamless transition between departing and replacement employees? \_\_\_\_\_

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7. Contractor's ability to develop innovative methods of performing functions on your project \_\_\_\_\_

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8. Employee performance, overall \_\_\_\_\_

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9. Contractor's overall responsiveness in terms of quality, timeliness, professionalism, and courtesy \_\_\_\_\_

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**SECTION C - Contractual Issues** Please provide rating and any explanatory or descriptive comments.

1. Contractor's cooperation in negotiating (initial award and modifications) \_\_\_\_\_

\_\_\_\_\_

2. Contractor's ability to control costs \_\_\_\_\_

\_\_\_\_\_

3. Contractor's responsiveness to the Contracting Officer \_\_\_\_\_

\_\_\_\_\_

4. How successful was completion of the project? Were there any cure or show cause notices issued, any default action, or any other action related to completion? \_\_\_\_\_

\_\_\_\_\_

**SECTION D - Basic Issues**

1. Was the contractor defaulted on the referenced contracting action or any other contracting action of which you are aware? \_\_\_\_\_

\_\_\_\_\_

2. Would you award another contract to this contractor? \_\_\_\_\_

\_\_\_\_\_